



Parent-Student Handbook 2022-2023

Welcome to an exciting school year at AcadeMir Preparatory Academy. It will be a great pleasure to work with all of you for the benefit of our students. This handbook is designed to provide you with information that will answer most of your questions. Please read the handbook and discuss appropriate items with your child. We look forward to working with you and your children. If you have any questions regarding the handbook, please do not hesitate to contact us.

Mission Statement

The mission of AcadeMir Preparatory Academy is to provide students with a well-rounded elementary-school education, through a challenging program, focused on mathematics and science using innovative, reform-based instructional methods in a stimulating and nurturing environment that fosters maximum student achievement.

Our Purpose

The purpose of AcadeMir Preparatory Academy is to prepare students to reach their maximum potential in all subjects with special emphasis on mathematics, science and reading using reform-based exemplary curricula and enhancement programs. The school will prepare its students to be productive and responsible citizens through these exemplary programs.

Vision Statement

The vision for AcadeMir Preparatory Academy is to provide students with a challenging and rigorous curricula enabling students to be well prepared for higher education and life through adherence to an unwavering mission, shared purpose and clearly articulated goals. Students will experience a cross curricula instructional approach using the Florida Standards and benchmarks.

Educational Philosophy

AcadeMir Preparatory Academy's philosophy is to fully prepare students to carry the torch of knowledge through its proven curricula, as well as the freedom and prosperity that is passed from generation to generation in this great country. Encouraging the use of innovative learning methods such as inquiry-based learning as a vital part of providing an educational program that truly meets the needs of all children. All learners possess areas of strength and areas of weakness and therefore, they express and receive knowledge in many ways. Effective teachers understand the need to differentiate instruction for all students in order for learning to occur. Understanding a student's area of intelligence, learning style, and/or learning preference is one-way teachers can positively impact a student's ability to learn. The role of the teacher is to develop Direct Interactive Instructional lessons that will cater to each individual child. Students must be able to make sense of what is taught if they are going to apply their learning in other situations.

LEADERSHIP DIRECTORY

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ACADEMIR PREPARATORY ACADEMY 2022-2023 SCHOOL CALENDAR

AUGUST 2022				
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		

SEPTEMBER 2022				
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

OCTOBER 2022				
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				

NOVEMBER 2022				
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		

DECEMBER 2022				
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

JANUARY 2023				
M	T	W	T	F
1	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY 2023				
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			

MARCH 2023				
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	31

APRIL 2023				
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

MAY 2023				
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		

JUNE 2023				
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

Days in Grading Period

1—45
2—46
3—47
4—42

- All Teachers Report
- Teacher Planning Day
- Legal Holiday
- Recess Day
- Beg/End of Grading Period
- Early Release

FLORIDA STANDARDS ASSESSMENTS (FSA)		
DATES	ASSESSMENT	GRADE LEVEL
Fall, Winter & Spring	Florida Assessment of Student Thinking (F.A.S.T.)	3-8
May 1-26, 2023	FSA EOC	7-8

NGSSS Assessments		
DATES	ASSESSMENT	GRADE LEVEL
May 2023	FCAT 2.0 Science	5-8
NGSSS End-of-Course Assessments		
May 2023	Biology 1, Civics, U.S. History	

ACADEMIR PREPARATORY ACADEMY CALENDAR

2022-2023

August 8-16, 2022	Teacher planning days; no students in school
August 17	First Day of School; begin first semester
September 5	Labor Day; holiday for students and employees
September 14	Early Release
September 26	Teacher planning days; no students in school
October 5	Teacher planning day; no students in school
October 19	Early Release
October 21	End first grading period; first semester
October 24	Begin second grading period; first semester
November 8	Teacher planning days; no students in school
November 11	Observation of Veterans' Day; holiday for students and employees
November 16	Early Release
November 21-23, 25	Recess Days
November 24	Thanksgiving; Board-approved holiday for students and employees
December 23	Teacher planning days; no students in school
December 26-January 6	Winter recess for students and eligible employees
January 16	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 18	Early Release
January 20	End first semester and second grading period
January 23	Teacher planning day; no students in schools
January 24	Begin second semester; third grading period
February 8	Early Release
February 20	All Presidents Day; holiday for students and employees
March 8	Early Release
March 20-24	Spring recess for students and eligible employees
April 6	End third grading period; second semester
April 7	Teacher planning days; no students in school
April 10	Begin fourth grading period; second semester
April 19	Early Release
May 17	Early Release
May 29	Observance of Memorial Day; holiday for students and employees
June 5-7	Early Release
June 7	Last Day of School; end fourth grading period; second semester
June 8-9	Teacher planning day; no students in school

REGISTRATION POLICIES AND PROCEDURES

All students enrolled at AcadeMir Preparatory Academy must meet the following requirements and provide the following information: Students who will attain the age of five years on or before September 1st of the school year shall be eligible for admission to public kindergarten during that school year.

Documents:

1. Proof of address in Miami-Dade County (i.e., copy of FPL bill, BellSouth bill, voter's registration, cable bill, warranty deed, house contract, etc.)
2. Copy of Birth Certificate
3. Previous transcripts and records from last school(s) (if necessary for grade verification)
4. Completed registration packet (including student data card)
5. Signed parent contract
6. Health and Immunization forms (blue and yellow forms)
 - a. Immunization requirements Kindergarten – Twelfth Grade
 - i. Four or five doses of diphtheria-tetanus-pertussis (DTaP) vaccine
 - ii. Three doses of hepatitis B (Hep B) vaccine
 - iii. Three, four or five doses of polio (IPV) vaccine
 - iv. Two doses of measles-mumps-rubella

Health and Immunization Requirements

All children are required to present tangible immunization and health examination documentation prior to admittance to a Florida public school for the first time. As required by Florida Statutes § 1003.22, district school boards must implement the requirements for health and immunizations outlined in this statute.

Withdrawal/Transfer Policies and Procedures

Only the parent who enrolls the student and completed the Emergency Student Data Form (FM-2733) may withdraw or transfer the student. Parent must bring a withdrawal slip from the sending school, proof of address with name of parent and proof of parent / guardian identification. Once these forms have been completed transfer/withdrawal will be executed.

Note: All students enrolled in AcadeMir Preparatory Academy are students of Miami-Dade County Public Schools, subject to applicable policies and entitled to same rights.

LOTTERY AND ADMISSION

The lottery system is used when more students apply for admission to AcadeMir Preparatory Academy than can be admitted. If there are fewer applicants than spaces available, AcadeMir Preparatory Academy does not need to conduct a lottery.

STUDENT PROGRESSION PLAN AND PLACEMENT POLICY

The guidelines for student progression are delineated in this 2020-2021 Student Progression Plan for Miami-Dade County Public Schools, School Board Policy 5410, which provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next and kindergarten through grade 12. The Florida Legislature requires that each district school board establish a comprehensive plan for student progression, as outlined in Florida Statutes § 1008.25(2). Specific case by case promotion, placement and retention information is explained in detail in the MDCPS- e-handbook "Student Progression Plan" (SPP). AcadeMir Schools Inc. in agreement with its Board of Directors and MDCPS as the authorizing agent for AcadeMir Schools Inc., adheres and opts to follow the District SPP which can be found in detail at handbooks.dadeschools.net/policies/93.pdf.

Grade Placement

The grade placement of students registering from within the state, other states, non-public schools, home education programs, or other countries, will be determined by the principal of the receiving school, after an evaluation of the student's record has been made.

Credits should be interpreted so that the requirements for promotion and graduation are not retroactive, provided the student has met all requirements for the grade placement in the school or home education program from which the student is transferring.

Age Discrepancy

In the absence of educational records or if a student's records reflect an age discrepancy of two years or more, placement will be according to chronological age. Below is a chronological age placement table. This is the AVERAGE placement according to age. Promotion and retention guidelines found in School Board Policy 5410 affect a student's placement. More detailed information can be found at handbooks.dadeschools.net/policies/93.pdf.

Age of students	Grade Level Assignment
5-10	Elementary School
11	Elementary school or middle school depending on the grade configuration of the school
12-13	Middle School
14	Middle school or high school depending on the grade configuration of the school
15 or older	Senior high school

SPECIAL EDUCATION

AcadeMir Preparatory Academy 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.

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 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, at a minimum, upon initial referral; or the parent's request for evaluation; upon the school district's refusal to conduct an initial evaluation that the parent/guardian has requested; upon each notification of an IEP meeting; upon consent for re-evaluation; upon the school district's receipt of a request for a due process hearing; and any other time the parent/guardian may request to receive a copy.

Other 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/>.

ATTENDANCE POLICY

Students are expected to assume the responsibility for regular and prompt attendance in each class. If a student is not present in the classroom assigned, he/she will be marked absent, regardless of the reason (school business, committee meeting, band trip, illness, prearranged, etc.).

Attendance Defined

- **School Attendance:** Students are to be counted in attendance only if they are present for at least two (2) hours or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.
- **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.
- **Tardiness:**
A student is considered tardy if he/she is not present at the moment the school 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 never remain on record as being absent.
- **Early Sign-outs:**
No student shall be released within the final 30 minutes of the school day. Note: The early release of students causes disruption to academic performance of all students and may create safety and security concerns.

Absences

- Reasonable excuses for time missed at school
 - Personal illness of the student (medical evidence may be required by the principal for absences exceeding 5 consecutive days). The written statement must include all the days the student has been absent from school. If a student is continually ill and repeatedly absent from school due to a specific medical condition, he/she must be under the supervision of a health care provider in order to receive excused absences from school.
 - Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
 - Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the principal.
 - An approved school activity (absences recorded, but not reported).
 - Other absences with prior approval of the principal.
 - Attendance at a center under the Department of Children and Families supervision.
 - Significant community events with prior permission of the principal.
 - Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.
 - Military Connected Students – committed to assist students from military families and will continue to facilitate the development and implementation of policies that directly impact

children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on “Block Leave,” schools will allow up to a total of 5 days of excused absences each academic year to allow families time together.

- Death in the immediate family.
- School sponsored event or educational enrichment activity that is not a school-sponsored event, as determined by the principal. The student must obtain advance written permission from the principal. Examples of special events include public functions, conferences, and regional, state, and national competitions.
- Outdoor suspension.
- Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
- Other individual student absences beyond the control of the parent or student, as determined and approved by the principal. The principal shall require documentation related to the situation.
- Unexcused school absence due to:
 - vacations, personal services, local non-school events, programs, or sport activity.
 - older students providing day care services for siblings.
 - illness of others.
 - non-compliance of immunization requirements unless lawfully exempted.

Absences not included in the excused absences listed above shall be considered unexcused. Any student who has been absent from school will be marked unexcused absence until he/she submits the required documentation. (Please note the required documentation must be a doctor’s note, a handwritten signed letter and/or a completed “Absent Notification Form provided in the school’s website. No emails or faxes will be accepted.) Failure to provide the required documentation within **(3) 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.**

Parents will be required to meet with administration for any students who have 5 or more unexcused absences in one nine-week grading period. Ten or more unexcused absences within any grading period will result in truancy procedures and students will follow district discipline policies.

The student will:

- Attend school/classes 180 days each school year.
- Request the make-up assignments for all excused absences/tardies from his/her teachers upon his/her return to school or class within three (3) days. It should be noted that all class work, due to the nature of the instruction, is not readily subject to make-up work; and
- Complete the make-up assignments for classes missed within the equivalent number of days absent. Failure to make up all assignments will result in the students receiving a “Z” on all missed work and it lowers the student’s academic and/or effort grade.
- Be reported as present for the school day in order to participate in athletic and extracurricular activities.

The parent will:

- Be responsible for his/her child’s school attendance as required by law and stress the importance of regular and punctual school attendance with his/her child.
- Report and explain an absence or tardiness to the school. An original signed letter / form must be provided to the school within 3 schools days after the child returns to school.
- Ensure that his/her child has requested and completes make-up assignments for all excused absences/tardies from the child’s teachers upon his/her return to school or class

Tardies

Students are to be sitting in class by 8:15 a.m. Attendance and tardiness are documented daily, and students accumulating 8 or more unexcused tardies per grading period will be written up. Students receiving more than 10 tardies per school year will receive a referral for excessive tardiness.

Make-Up Work Policy

Make-up work shall be accepted for full credit and grade for excused absences. All make-up work must be submitted within three days after the return to school.

ARRIVAL AND DISMISSAL

Drop off Procedures

School begins at 8:15 a.m. Parents must drop students off between 7:45 a.m. and 8:15 a.m. Parents/guardians should be extremely cautious of students during this time. Students may not cross in front of cars to get in/out of their cars. ALL VEHICLES should line up single file when entering the property and follow drop-off/pick up procedure during dismissal. If your child is not waiting outside for any reason, please park your car and proceed to the office. During rainy days, drop off/pick up procedure should be followed as well.

Dismissal

- Kindergarten through First grade dismissal is at 2:15 p.m.
- Second through Fifth grade dismissal is at 3:00 p.m.

THESE TIMES WILL BE STRICTLY ENFORCED. Those children staying 30 minutes after their dismissal, as indicated above, will be taken to the After-School Care and parents will be charged a **\$1.00 PER MINUTE SERVICE CHARGE FEE**. There will be **NO EXCEPTIONS**. **Our DISMISSAL POLICY does not permit students to be released from school 30 minutes prior to their scheduled dismissal time (Note: Kindergarten and 1st grade at 1:45 p.m. and 2nd -5th grade at 2:30 p.m.)**. Please do not plan any appointments that will require the students to be dismissed 30 minutes early.

Procedures to sign out a student for early dismissal

- Parents/guardians or any other adult (21 or older) who is listed on the Emergency Contact Card must come to the office to request an early dismissal.
- The adult picking up a student must present picture identification, and this must be validated using the information in the Emergency Contact Card for students to be released. Students will not be dismissed to any person NOT listed on the emergency contact card.
- After a student's 6th early dismissal, a doctor's note will be required for make-up work to be given in missed classes.
- NO student will be released for early dismissal 30 minutes prior to general school dismissal per School Board Policy.

Early Release

Once a month, students will be dismissed early from school. Students in grades Kindergarten through 1st grade will be dismissed at 12:45 p.m. and 2nd through 5th grade at 1:30 p.m. Remember, students may not be release 30 minutes prior to their scheduled dismissal time.

Rainy Day Dismissal

During a rainy day, it may take longer than usual for our students' to be dismissed. Our goal is to proceed as quickly as possible and maintain a level of safety and security for all students being picked up. We will continue with our regular dismissal procedure where your child's dismissal decal (placed on the windshield of the vehicle), is scanned and you proceed to the pick-up section. A staff member with an umbrella will take your child to your car. Please make sure the inside of the car is clear so the child can get in without disruption.

BEFORE AND AFTER-SCHOOL CARE

AcadeMir Preparatory Academy has established Before and After-School Care. This is an optional service that parents can utilize. For further information, please see our office manager.

Registration Fee: \$50.00

Student Accident Insurance: \$ 20.00

- | | | |
|--|---|--|
| <ol style="list-style-type: none">1. Before School Care 7:00 a.m. – 7:50 a.m.2. After-School Care 2:15 p.m. – 6:00 p.m. (K-1st)3. After-School Care 3:00 p.m. – 6:00 p.m. (2nd-5th)4. Before and After-School Care5. Mini Care | } | *The cost varies depending on the number of days in the month. See monthly fee on the following page. |
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Sibling Discount:

- Registration 50% off each sibling
- After-School Care \$20.00 off each sibling
- Before and After-School Care \$20.00 off each sibling

CLUB AND AFTER SCHOOL ACTIVITIES

AcadeMir Preparatory Academy offers various extracurricular activities that provide students with the opportunity to be part of a group who share the same interest. Please go to link below for full description:
<https://www.bridgepay.io/store.aspx?uuid=FFB6FCE9-9E9A-4208-9B68-66BC74212BE2>

LUNCH PROGRAM - NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

Free & Reduced Lunch Program

The National School Lunch and School Breakfast Program provide free and reduced priced meals for children unable to pay the full price. Applications must be filled on a yearly basis. Once the application is approved, meal benefits begin and will continue throughout the school year in which the application is approved and extends for approximately the first two weeks the following year.

National School Lunch Program (NSLP) and/or Lunch Program/School Meals:

Free and Reduced rates for qualifying students:

- Breakfast: \$0.30 daily / Lunch: \$0.40 daily

Full Priced Daily Rates:

- Breakfast: \$2.00 Daily / Lunch \$ 3.00 Daily (includes milk)

All parents must pay for lunch through the “SchoolCafe” app. Information may be found on our school website. Cash or check is not accepted. All parents must pay for lunch on a “monthly” basis.

Breakfast and lunch will be served in the cafeteria. If a child forgets their lunch, he/she will be provided with lunch that day. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas, candy or gum to school. **Due to allergies, we are not accepting any food/sweets brought from the outside to share with students during birthdays or special occasions. Since we are trying to promote healthy eating habits, we request that fast food not be brought to school. Parents are not allowed to drop off lunch in the middle of the day.** Students are required to bring in their lunch in the morning or purchase lunch from the cafeteria.

If your child has a food allergy, we make cafeteria seating accommodations for them. Teachers will also make classroom adjustments to make sure children with allergies are safe. If your child has an allergy, please make sure to notify the main office and your child's homeroom teacher.

Cafeteria Conduct

Students should eat in an atmosphere that is pleasant and conducive to good habits. It is recommended that parents discuss good cafeteria manners with your child. We promote the following during meals: use low voices, raise their hand if they need something, and remain seated during the lunch period at the assigned table.

UNIFORM POLICY

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. AcadeMir Preparatory Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians. All students shall wear a school uniform daily.

Parents of students not wearing a uniform will be contacted and will need to bring the official uniform. Please remember that uniforms are for the safety of our students.

All students:

- All uniforms are to be purchased at the designated store. No other uniform is allowed.
- All students are required to wear skirts, dresses or straight cut, full length blue pants with school initials. (Note: Skirts or dresses must be knee length. The pants may not have cargo pockets, unusual tailoring and/or labels, may not be manufactured from jean material and must be fitted to the student correctly. Pants that are too big or too tight, frayed, torn, or distressed are not acceptable and will be deemed in violation of the uniform code.)
- Belts must be always worn; these belts must be plain, black leather belts and fastened securely at waist level. Pants must be worn at waist level. Loose or low pants will not be tolerated.
- Shirts must be royal blue, white or yellow polo shirts, bearing the AcadeMir logo. No other shirt colors or styles are permitted. All shirts must always be correctly tucked into pants and secured in place with the belt. Shirts must be long enough to be tucked in. A maximum of one (1) button may be left unfastened at the top of any shirt.
- During cooler weather, a plain white long-sleeved t-shirt may be worn underneath polo shirts.
- Regardless of weather conditions, only an approved school sweater or AcadeMir sweat outfit may be worn during school hours. Non-school sweaters can ONLY be solid navy blue. No hoodies and no lettering on the sweaters are allowed. Please write student's name on all clothing tags. Any student who is found to be in violation of this policy will have to call home for a replacement and the item will remain in the office until the parent/guardian picks it up from the main office.
- Hair must be neat, clean, and away from the face. It must not be dyed with unnatural colors, worn unusually, or maintained in unacceptable condition. Colored / dyed hair must be of natural coloring; colors such as pink, purple, blue, green, or bright red will not be permitted. No hats, bandanas or headbands may be worn. The school will honor certain hairstyles due to religious beliefs.
- Students with pierced ears may wear modest simple earrings. More than one set of earrings, large hoops, large necklaces with charms, wristbands or visible piercing of other body parts are unacceptable and will not be permitted.
- Shoes must be flat, closed, solid black and always fastened tightly. No other colors or stripes/logos may be on the shoes.

- Socks must be plain white or black and are to be worn at mid-ankle length. In the winter, students are permitted to wear solid white or navy stockings. Lace, mesh, striped, and/or print colored stockings are prohibited.
- In addition to the above, students may not:
 - Wear Hollister, American Eagle, Aeropostale, etc. pants or any other brand that is not sold by our uniform company will not be permitted.
 - Have any make-up that is not appropriate for school and should be applied before arrival. Students with excessive make-up may be asked to wash their face.
 - Wear open toe shoes, slippers, boots, or booties
 - Wear more than two (2) pairs of earrings. No other visible piercing or tattoos are allowed, wear headscarves or wear pants below the hips.
- PE Classes:
 - PE require the use of specific uniforms that are a requirement for class. PE uniforms are available for purchase at the uniform store. Each grade level will have an assigned day to wear PE uniform.
- Jean Day Attire:
 - Jean days will be designated at the beginning of the school year and indicated on the school activities calendar. Students can only wear jeans, cargo pants with school spirit t-shirt and/or polo and sneakers only. Ripped jeans, skinny jeans, jeggings or capris jeans/pants are **NOT** allowed.

Face Masks Policy

The use of face masks is no longer required. Face masks are optional. The school will continue to follow recommendations that may be made by the CDC, Department of Health, and the school district. The school reserves the right to adjust its health and safety related protocols as may be necessary and/or recommended by appropriate officials through the school year.

Student ID/Lanyard Policy

For the safety and security of students, all students will be given a student ID with student's photo. All students are required to always wear the student ID with lanyard on school property. This ID is also used for the purpose of purchasing breakfast and lunch. Students are not allowed to alter or deface their ID badge or wear the ID badge of another person. Students may purchase a new student ID for a fee during the school year as needed.

Parent/guardian's cooperation regarding dress code is appreciated. Parents will be required to drop off uniforms if the student is not dressed appropriately.

COVID-19 PROTOCOLS

Symptom Identification, Positive Case Identification, Contact Tracing, and Assessing School Closure:

Parents will be expected to do a temperature and symptom check for their child each morning. If a student is sick, they must stay home. Additionally, parents should check for common COVID-19 symptoms. Symptoms among children include fever, headache, sore throat, cough, fatigue, nausea/vomiting, and diarrhea. If a child has a temperature over 100.4 degrees (without fever-reducing medication), the parent/caregiver should wait fifteen (15) minutes and recheck the temperature to confirm if it remains elevated. If a student is sick including presenting with a temperature above 100.4 degrees and experiencing COVID-19 symptoms they must stay home, contact their health care provider, and the parent must notify the school immediately. In the case that a student begins to exhibit COVID-19 like symptoms during school hours, every school will have a designated isolation room so that they are not interacting with other students. A staff member will be assigned to stay with the student and monitor the student's symptoms. The parent or guardian will be notified and asked to pick the student up as soon as possible. The isolation room will also be sanitized immediately after each use.

These types of cases will be reported to the Florida Department of Health in Miami-Dade County. Any school-wide or classroom closures will be determined in collaboration with the Florida Department of Health in Miami Dade County. AcadeMir will also follow guidance from the Florida Department of Health in Miami-Dade County for any school-wide or community notification that is deemed necessary. If a school closure is necessary, cleaning and sanitization protocols will be implemented. Schools and classrooms will reopen after the risk of exposure has been fully evaluated.

Social Distancing

To prevent the clustering of people in hallways or rooms the following will be implemented:

- Each stairway will be one direction, to avoid students going in different directions at the same time.
- Restrooms will be limited to 2 people at a time.
- Elevators will be limited to 2 people at a time.
- Classroom Configurations: Non-essential furniture will be removed from the classroom, when possible, to increase the distance between student desks.

Visitors

Upon arriving, all visitors will be required to check in at the main office. While on campus, all visitors will have the option to wear a face covering and follow all protocols established at the school site such as adhering to directional hallways, social distancing, and respecting bathroom and elevator capacity limits.

COMMUNICATION

Communication is absolutely essential for success in any human endeavor. Administration and staff recognize this and will strive to always facilitate open and frequent communications with parents. We ask that you make us aware of any of the following in writing:

- Excessive absences from school due to an illness
- A change in the emergency contact information or authorization to release form
- Notification of any change in transportation

Parent-teacher conferences are an important part of our program. We encourage getting to know your child's teacher, school counselor and administration team. Please make appointments for conferences by telephoning the office or writing an email to the teacher. All teacher emails are available on the school website. If you have any additional questions or concerns, please make an appointment with the School Counselor, Assistant Principal or Principal. Parent/teacher conferences may be set up before or after school. We ask that you refrain from calling teachers during class time, holding a conference in the parking lot or at a social event.

School Communication Procedure

AcadeMir Preparatory Academy utilizes "SchoolMessenger" to contact parents with pertinent school information. All telephone numbers and email addresses are updated from the MDCPS DSIS record system. Any corrections or additions that need to be made must be done in person with the schools' registrar.

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 provide the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders. Each school must provide to the parents, guardians, or eligible students annual notice in writing of their right to inspect and review student records. Once a student

reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

Emergency Contact Information

Student Data/ Emergency Contact Cards are expected to 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 picture identification. No persons, other than school staff, will have access to the information submitted. Submit in writing any changes to your child's transportation via email, letter or fax (Note: Must include a copy of parent/guardian driver license).

SCHOOL DISCIPLINE

We believe that all children can learn and succeed in school provided they have access to a nurturing, safe and structured environment, a challenging and interesting curriculum, and qualified teachers who genuinely care about a child's performance and wellbeing. We achieve these criteria of a safe environment through the school wide adoption of a consistent, fair, and equitable discipline plan that we call 3R's – Respect, Responsibility, and Ready to Learn.

Disciplinary actions are listed below:

- 1st offense: A verbal warning issued
- 2nd offense: A phone call, behavior notification form or email will be sent to the parents
- 3rd offense: Parent/Teacher conference
- 4th offense: Administration reserves the right to issue disciplinary action based on the severity of the violation and the MDCPS Code of Student Conduct.

Procedures for Addressing Concerns

Conferences with individual teachers must be arranged by the office. Contact may be made by calling the school office or emailing the teacher. All emails can be found on our school website. It is against school policy to show up to a classroom without prior arrangements for a conference or call teachers during classroom time. Please do not engage in parent conferences during arrival/dismissal of students, in the hallways or during classroom time. Your child's confidential information may be jeopardized. Always attempt to resolve issues/conflicts with the teacher before coming to administration. Most issues can be resolved when you have open and honest communication with your child's teacher. Anonymous letters will not be acknowledged

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

- Step 1: Teacher
- Step 2: Counselor
- Step 3: Assistant Principal
- Step 4: Principal
- Step 5: Conflict Resolution Person
- Step 6: AcadeMir Charter School Board of Directors
 - All concerns should be provided to the Board in writing (assistance available upon request) to the Board Liaison at least 3 days prior to a regular scheduled meeting via email: mirscss@yahoo.com, by mail: 5420 SW 157 Avenue Miami, Florida 33185 or by fax: (305) 225-0448

Board Meeting Dates	
August 4, 2022	9:30 am
September 21, 2022	9:30 am
December 8, 2022	9:30 am
March 8, 2023	9:30 am

*Dates are subject to change, so please call the school or check school calendar

Zero Tolerance Policy (F.S.1006.13)

Policy of zero tolerance for crime and victimization. AcadeMir Preparatory Academy shall promote a safe and supportive learning environment in schools by protecting students and staff from conduct that poses a threat to school safety. Please go to the link below for the full policy.

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1006.13,+F.S.&URL=1000-1099/1006/Sections/1006.13.html

BULLYING (CYBER) AND HARASSMENT POLICY

Harassment is prohibited between members of the AcadeMir School community, including communication of any form between students, parents, faculty and/or staff, and any third parties directly or indirectly. We are committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an atmosphere must be free of intimidation, fear, coercion, and reprisal. It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. We are committed to protecting students and employees from bullying, harassment or inappropriate uses of computers or programs to participate in bullying behavior. Bullying, harassment, and threat of any kind **will not be tolerated** and shall be just cause for disciplinary action. Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Bullying, harassment, and cyber stalking are defined as inflicting physical or psychological distress, and/or Communicating words, images or language using electronic mail that causes emotional distress and for which there is no legitimate purpose. Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator and or **proper authorities**. AcadeMir Preparatory Academy is always committed to providing a safe learning environment for all students.

AcadeMir Preparatory Academy is dedicated to eradicating bullying and harassment in its schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, school board employees, visitors, or volunteers.

AcadeMir Preparatory Academy policy is consistent with F.S.1006.147 where Bullying and Harassment is prohibited. This statute may also be cited as the "Jeffrey Johnston Stand Up for All Students. Please go to the following link for full policy. http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1006/Sections/1006.147.html

UNAUTHORIZED ITEMS POLICY

Please be advised that students are not allowed to bring weapons of any kind, tobacco products or drugs to school. The Federal Gun-Free School Zones Act prohibits an individual from possessing a firearm within 1,000 feet of a school. Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under a school-sponsored event. The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event. These violations may result in disciplinary actions imposed by local law enforcement authorities, in addition to those of the school/district. The school principals, and/or designee shall assign

discipline/corrective strategies to students, pursuant to the Code of Student Conduct and, in accordance with the student's due process rights

Items Not Permitted in School

Items such as candy, gum, pets, toys, large amounts of money, fidgets, gum, candy, IPODs/MP3 Players, roller skate sneakers, weapons, drugs, any electronic game or device, playing cards, personal cameras or video recorders. The school will confiscate any items not permitted in school until the end of the school year. Please check your children's book bags to assure compliance. **The school is not responsible for any lost or stolen items of value. CELLULAR PHONES ARE NOT TO BE USED DURING THE SCHOOL DAY AND IF SEEN, THEY WILL BE CONFISCATED.** Confiscation of a cell phone will automatically result in disciplinary action. A cell phone will be confiscated and returned to parents for first time offenders and until the end of the school year for second time offenders. The school is not responsible for any inconvenience this may cause parents.

STUDENTS' RIGHTS

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, fieldtrips, suspension, or other disciplinary action. **Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the administration. At no time may parents approach any student/parent directly.** All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, harassment or other verbal or physical conduct against a student or employee will NOT be tolerated.

NON-DISCRIMINATION STATEMENT: In accordance with federal and state anti-discriminatory laws AcadeMir Preparatory Academy will not discriminate against a student in its school's admission, educational programs, and activities on the basis of race, ethnicity, national origin, creed, religion, gender, age or disability.

PARENT/GUARDIAN'S RESPONSIBILITIES

As a parent/guardian of a virtual school student, it is very important to understand the responsibilities associated with that role. With the many distractions students have today, it can be difficult for some students to set aside time to work on courses when not in school. It is the responsibility of the parent/guardian to encourage the student to manage their time in an effective way. Teachers will keep the parent/guardian apprised of the student's progress and will initiate contact if they fall behind in their coursework.

Parents are expected to supervise and monitor their student's progress throughout the duration of the course. This can be accomplished by accessing the parental account periodically to monitor student progress. Parents should support Academic Integrity. Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

You may contact your child's teacher directly via email and/or contact the school office at 305-967-8492 with questions about the course that you may have. When a parent/guardian has a concern about the child's performance or behavior, the parent/guardian should set up a conference with the child's teacher. Parents/guardians should also be aware of the course progression plan that their student is following and use that to help plan for the child's academic and educational future.

ELECTRONIC DEVICES

It is not recommended for students to bring cellular telephone on school property, but it is not a violation of the Code of Student Conduct (CSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone while on school grounds/during school hours, would be a violation. In addition, any visible items such as headphones or electronic devices are subject to confiscation.

Cell Phone and Smartwatch Policy:

- Cell phones may not be turned on inside of the building at any time. Cell phones must be switched off and left in the students' book bag. Turning the cell phone to "silent" or "vibrate" is not acceptable. Cell phones and smartwatches may only be used off school property unless directed by the teacher to use for educational purposes only.
- Students may not be in possession of cell phones or in possession of smartwatches during assessments. Any student found with electronic devices will be subject to disciplinary action and automatic invalidation of his or her assessment.
- If the smartwatch is being used inappropriately, it will be confiscated.
- If students need to call a parent during school hours, they may ask to use a school phone.
- Any student found to be using any phone or device to take photographic images, record sound, or to communicate with other students within the building will be subject to disciplinary action as outlined in the MDCPS Code of Student Conduct.
- Photographing or recording employees or students at the school site is expressly forbidden. Furthermore, students are prohibited from viewing, sharing images, video, or audio content of faculty, staff, and students at AcadeMir Preparatory Academy on social media unless given authorization to do so by the APA administration.
- If a cell phone is seen or heard during the instructional day, it will be confiscated.
- **Any student who is found to be in violation of this policy will have their cell phone/smartwatch confiscated.** Cell phones or smartwatches will only be returned to the parents the following day. The school is not responsible for any inconvenience this may cause parents. Repeat violations of this policy will result in the school securing the item until the last day of school. Any electronic device not claimed by the beginning of the following school year will be disposed of.
- AcadeMir Preparatory Academy is **NOT** responsible for lost or stolen electronic devices.
- Student may receive a referral for "Unauthorized use of electronic devices"

ACCIDENTS

Parents will be notified immediately in case of illness or an accident. In case you cannot be located, the school will use the name and telephone number of your emergency contact. It is imperative that the emergency contact is accurate. 911 will be called for critical injuries that require the type of care that school personnel cannot offer the student, and the parent or emergency contact will be notified. An accident report will be completed and filed for everyday accidents. You are requested to notify the office of any accident or injury your child has had before returning to school. Please notify the office of any accident or injury going from school, or during school hours if you have not been informed by his/her teacher. An accident report will be filed by the classroom teacher or other personnel witnessing the accident.

MEDICATION

Miami-Dade County School Board policy prohibits school personnel from administering any prescribed medication without parental consent and a medication authorization form signed by the child's physician and parent(s). Students may not keep medication in their book bags. Teachers are not authorized to administer medication in the classroom. All medication must be administered in the office by trained personnel and only after an Authorization for Medication Form has been submitted. This form is available in the office and must be kept on record. This form must be filled out by the pediatrician or family doctor. Medication must be brought to school in the original container with a label that clearly displays the following information: the child's name; dosage; name of the drug; physician's name; and the name and phone number of the pharmacy that filled the prescription.

SCHOOL SAFETY AND SECURITY POLICY

Safe School Officer

For the protection and safety of students, school personnel, visitors and property, the governing board of AcadeMir Charter Schools will partner with law enforcement agencies when it is in session and from bell to

bell. The Governing Board of AcadeMir Charter Schools will collaborate with the sponsoring school district to obtain access to all the safe-school office options available under this section. The school will obtain for the protection and safety of students, school personnel, visitors, and property within the school.

Threat Assessment Team

AcadeMir Charter Schools have adopted policies for the establishment of the Threat Assessment Team at the school whose duties include the coordination of resources, assessment, and intervention with individuals whose duties include the coordination of resources, assessment, and intervention with individuals whose behavior may pose a threat to the safety of students or school staff consistent with the model policies developed by the Office of Safe Schools. These policies include procedures for referrals to mental health services identified by the school and/or the sponsoring school district pursuant to s.1012.584(4), when appropriate, the team will follow procedures for behavioral threat assessments utilizing the school security risk assessment tool, the instrument developed pursuant to s. 1001.212(12).

FortifyFL

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to the appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. To submit a tip please visit <https://getfortifyfl.com/Tip.html> .

Emergency Evacuation/Procedures

Your child's safety is one of our major concerns; therefore, we need to be prepared for the unexpected. We hold monthly fire drills, monthly lockdowns, and extreme weather procedures to prepare us for the possibility. Under extreme circumstances we would need to evacuate the building. Depending on the situation, the local police will determine the location. **Under no circumstances will parents be allowed to pick up their child at school during an evacuation period.** Our goal is to evacuate the entire building safely. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child.

The media is always helpful with disseminating information regarding evacuations and procedures as well. **Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.**

- **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. 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.

- **Active Assailant Plan**

AcadeMir Charter School's primary concern is the safety and well-being of our students and staff. The Active Assailant Plan has been created to provide school personnel with the necessary skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools and/or surrounding community. The school will have a site-specific plan to address all types of critical incidents. This plan will address the individual needs of the school and provide guidelines for devising methods of communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include monthly emergency drills; each school will conduct one fire drill and two emergency drills, one being an active shooter drill. The schools will practice the evacuation of students/staff from the building, evacuation of the disabled and, if necessary, the relocation of students/staff from the school campus, lockdown procedures and holding, obtaining medical assistance, and/or reunifying students with parents. The

school, as needed, will provide students and families with the counseling services by the crisis response team.

- **Emergency Drills**

Emergency Drills shall be performed in K-12 educational facilities monthly. Each month, the school will conduct an Active Assailant Drill for a total of 10 per year. Also on an alternating schedule, the school will conduct a Bomb Threat Drill or Barricaded Subject Drill per month for a total of 10 per year (5 of each).

Date	Drill Type
August	Active Assailant Drill
September	Active Assailant Drill / Bomb Threat Drill
October	Active Assailant Drill / Barricaded Subject Drill
November	Active Assailant Drill / Bomb Threat Drill
December	Active Assailant Drill / Barricaded Subject Drill
January	Active Assailant Drill / Bomb Threat Drill
February	Active Assailant Drill / Barricaded Subject Drill
March	Active Assailant Drill / Bomb Threat Drill
April	Active Assailant Drill / Barricaded Subject Drill
May	Active Assailant Drill / Bomb Threat Drill
June	Active Assailant Drill / Barricaded Subject Drill

Closing of School

In the event of an emergency for the closing of a school for any cause, such as weather is only at the discretion of Miami Dade County Public Schools.

CURRICULUM

As a school of choice, AcadeMir Preparatory Academy believes its focus on the special methods of teaching mathematics, science, and reading will appeal to those students and parents interested in the school’s mission: to provide students with a well-rounded elementary school education, through a challenging program focused on mathematics and science using innovative, reform-based instructional methods in a stimulating and nurturing environment that fosters maximum student achievement. AcadeMir Preparatory Academy also believes that the curriculum must be well-rounded to encompass the social and cultural development of each student.

AcadeMir Preparatory Academy’s curriculum is based on Florida’s B.E.S.T. Standards.

Standards encompasses the core subject areas of Math, Reading, Writing and Language Arts, Science, and Social Studies, as well as special area classes of Technology, Foreign Language, Art, and Physical Education.

GRADING AND REPORTING OF STUDENT PROGRESS

AcadeMir Preparatory Academy believes that parents must be informed regularly regarding their child’s performance at school. Parents can become a school’s greatest ally in helping to ensure academic success for students. Grades can be accessed through the parent portal at www.dadeschools.net.

Academic Grades

Academic grades are to reflect the student’s academic progress. The grade must provide for both students and parents a clear indication of each student’s academic performance as compared with norms that would be appropriate for the grade or subject.

ACADEMIC GRADES			
Kindergarten Letter Grade	1 st -5 th Grade Letter Grade	Verbal Understanding	Value
E	A	Excellent	100 % - 90 %
G	B	Good	89% - 80 %
S	C	Satisfactory	79 % - 70 %
M	D	Minimal Progress	69 % - 60 %
U	F	Failure	59 % - 50 %

Conduct Grades

Conduct grades are to be used to communicate clearly 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. The conduct grade must be consistent with the student's overall behavior in class and should not be based on a single criterion. The conduct grading system is as follows:

CONDUCT GRADES		
Kindergarten Letter Grades	1 st -5 th Grade Letter Grades	Verbal Understanding
E	A	Excellent
G	B	Good
S	C	Satisfactory
M	D	Minimal Progress
U	F	Failure

Effort Grades

Effort grades are utilized to convey both to students and their parents the teacher's evaluation of a student's effort as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student's potential, study habits, and attitude.

- **Kindergarten:** Kindergarten students do not receive effort grades. The level of effort may be indicated through various comments on the report card.
- **Grades 1-12:** Three numerical grades are used to reflect effort in grades 1-12.
 1. An effort grade of "1" indicates outstanding effort on the part of the student. The student will, when necessary, complete a task again in order to improve the results. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.
 2. An effort grade of "2" indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. The student usually finishes assignments on time and usually stays on task. The student usually works at a level commensurate with his/her ability.
 3. An effort grade of "3" reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student's ability.

Honor Roll

PRINCIPAL HONOR ROLL			
Grade Level	Academic Grades	Conduct	Effort
Kindergarten	All "E"	All "E"	N/A
1 st -5 th	All "A"	All "A"	All "1"
HONOR ROLL			
Grade Level	Academic Grades	Conduct	Effort
Kindergarten	"E" and "G"	"E" and "G"	N/A
1 st -5 th	"A" and "B"	"A" and "B"	All "1" and "2"

INTERIM PROGRESS REPORT / REPORT CARD SCHEDULE

Grading Period	Progress Reports sent to Parents by:
1	09/23/22
2	12/02/22
3	02/17/22
4	05/03/22

End of Grading Period / Date		Report Cards sent to Parents by:
1	10/21/22	11/04/22
2	01/20/23	02/03/23
3	04/06/23	04/21/23
4	06/07/23	06/23/23

HOME LEARNING

Home Learning Assignments are a very important part of learning. Developing the habit of nightly study requires parental help and guidance. This is another way to reinforce what was learned in the classroom and a means of allowing the parents to be a part of our curriculum goals.

Teachers use the following time schedule as a guide when assigning home learning:

Grade K	30 minutes	Grade 3	45 minutes
Grade 1	30 minutes	Grade 4	60 minutes
Grade 2	45 minutes	Grade 5	60 minutes

These times are a guide and are based on the average child's ability and concentration. Some home learning assignments may take less time and others may take a little more time. A child who does not complete class work in class may have to complete class work in addition to home learning.

Home learning is posted weekly by teachers via the teacher's website which can be found under the school's website.

PARENT PORTAL

Parents/guardians of AcadeMir Preparatory Academy students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At which time, you can see your child's grades and attendance.

INTERNET USE POLICY

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the school. Students must always get permission from their teachers prior to using the internet. In addition, the school prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violates local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation during school hours. Although the school has filters in place to block inappropriate or questionable websites or images, if any student encounters any of these websites or images, they are to notify a teacher or administrator immediately and should **NOT** share or access the content any further.

Additionally, students are not allowed to post images or videos of other individuals without authorization. For safety reasons the school reserves the right to request the removal of any image or video that depicts the school in a derogatory sense. Any damage to property (laptops, computers, iPads) caused intentionally or by negligence will result in restitution.

No staff member, student or parent may use AcadeMir Preparatory Academy name or any of its logos for identification purposes in any public forum or media. The term "public forum or media" also includes but is not limited to publicly accessible websites and web forums such as social media such as Twitter, Facebook, Instagram, and TikTok.

ACADEMIC INTEGRITY POLICY

All AcadeMir students are expected to be honest and cheating and/or plagiarism will not be tolerated and will result in an immediate “F” and will be communicated with the corresponding parents right away. As per the MDCPS Code of Student Conduct, “the code of student conduct sets the standards for conduct expected of students in a purposeful safe learning environment in which the principles of care, courtesy, civility, fairness, acceptance of diversity, and respect for the rights of others is valued. It also addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights, and responsibilities of students, addressing student behavior, and disciplinary procedures.

What is academic integrity?

Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student’s own work

Why is academic integrity important?

When students submit an assignment that is not their own original work, there are two issues involved: Students are earning credit for learning material for which they have not demonstrated mastery; and they may be violating the policies of the school.

What are some examples of academic integrity violations?

There are two kinds of academic integrity violations. One is “plagiarism” and the other is “cheating.”

1. Plagiarism is defined as an act or instance of using closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.
 - a. Some examples are, but not limited to the following:
 - i. Copying and pasting a report from the Internet and representing it as your own work.
 - ii. Using information from an encyclopedia, book, textbook, website, database, etc., without citing the source
 - iii. Using another student’s work in whole or part and handing it in as one’s own
 - iv. Using online translators for assignments and assessments.
2. Cheating - To influence or lead by deceit, trick, or artifice or to practice fraud or trickery to violate rules dishonestly.
 - a. Some examples are, but not limited to the following:
 - i. Providing questions/answers/ works to another student
 - ii. Obtaining or attempting to obtain, prior to examination, either copies of used questions or illegal knowledge of such questions
 - iii. Using an electronic device/smartwatch without teacher permission to search for answers at the same time during an assessment.

The emphasis of AcadeMir Preparatory Academy’s academic honesty policy is on prevention, and on students learning the appropriate skills of citing work from other authors. In the event that students are suspected of classroom cheating, plagiarism or otherwise misrepresenting their work, he/she will be subject to all applicable forms of discipline defined by the administration, which include, but are not limited to:

- Meeting with the school counselor regarding the incident
- A failing grade on the assignment or assessment
- A referral will be sent to administration and recorded on the students’ academic/behavior record
- A parent-teacher conference will be scheduled with the school counselor and/or administration

TEXTBOOKS

All textbooks needed by students for school and homework assignments are furnished by the school. The school is also able to provide the materials and equipment requested by teachers for classroom instruction. Books must not be written in or on. **Charges will be made for damaged or lost books and/or materials.**

FIELD TRIPS

As a learning experience, planned field trips may be scheduled throughout the school year. Parents may be asked to assist the teacher as chaperones. Chaperones may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. Please note that all chaperones will need to be cleared through MDCPS. If you have not been cleared through MDCPS and wish to attend school functions, please follow the MDCPS chaperone clearing procedures as soon as possible. **All parent chaperones must have a background check and cleared through the Volunteer Program of AcadeMir Preparatory Academy prior to the field trip.** Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip. Written parental permission and fee prior to the field trip, or the student will not be permitted to take part in the field trip. Students not paying by the designated deadline will not be permitted to attend the field trip. Students not wearing AcadeMir Preparatory Academy uniform will be required to remain at school. All field trip applications must be fully completed.

VOLUNTEER SERVICE HOURS

Parents have many opportunities to volunteer their time at school. Volunteer sign-ups will be available throughout the school year. **Parents are required to volunteer a minimum of 10 service hours per family each school year.** If you have more than one child enrolled in the school, you need to divide the 10 hours per child and volunteer to each child's class equally. All parents must be cleared through our system before permission to volunteer is granted. Volunteer clearance must be done every school year.

The School Volunteer Program is responsible for electronic registration, background checks and training of volunteers. There are 2 different levels of volunteerism.

Level 1 - complete a database background check	Level 2 - complete a fingerprint background check
<ul style="list-style-type: none">● Day chaperones for field trips● Classroom assistants● Math and/or reading tutors	<ul style="list-style-type: none">● Certified Volunteers /Mentors● Athletic/PE assistants● Overnight chaperones

Volunteer Clearance Process

Any individual interested in volunteering at AcadeMir Preparatory Academy must complete the following:

- **Step 1**
 - Visit the school website www.academirpreparatoryacademy.com
 - Select Parent/Student tab from the top menu
 - Click Become a School Volunteer and you will be redirected to complete the Volunteer Registration Form.
- **Step 2**
 - Fill in the Volunteer Registration Form
 - Select "No" as the answer for this question: "Have you already been cleared this school year?"
 - Select "Level 1" for type of screening
 - Select "Submit."
- **Step 3**
 - Select "Start Application."
 - An email containing the application link will also be sent to the email address used to complete the Volunteer Registration Form.
- **Step 4**
 - Complete all four parts of the application (Welcome, Your Rights, Disclosure, and Authorization)
 - You will receive a Thank you message as confirmation.
- Clearance could take **up to 24 hours.**

Most parents/guardians are busy; therefore, please find below a list that details a variety of ways in which volunteer hours can be completed.

- Assist in Book Fair
- Assist with picture day
- Assist on fundraising projects
- Chaperone on a school field trip

This volunteer requirement must be completed by the last day of school two weeks prior to the end of the school year (10 hours before winter recess and the remainder two weeks before school end). A final reminder of non-compliance will be sent home.

VISITOR POLICY

Visitors, including parents are **NOT** permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Florida Driver's License and be cleared by completing the volunteer application. Please use the link <https://www.conciergepadedu.com/volunteer.aspx?uuid=79d049de-696b-4276-b34b-d467df2f843a> to direct you to the clearance site. Parents must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

RETURNED CHECKS

Returned checks to AcadeMir Preparatory Academy are charged a \$30.00 returned check fee. Payment for the returned check and the \$30.00 fee must be made within 7 days of notification from the school. **After one returned check to the school, a family may not pay by check for anything.** Students whose families do not submit payment in a timely manner for returned checks will lose privileges to field trips and special events.

LOST AND FOUND

Each year many articles of clothing are lost and remain unclaimed. When these items are turned in they are placed in the Lost and Found area in the school. Please place *your child's name* on everything he/she brings to school. This will minimize the number of items in our Lost and Found. All items are placed in the cafeteria and students are given an opportunity to look through and claim their own articles. Items that are not claimed by the end of every month will be donated.

BIRTHDAY CELEBRATIONS

Birthday parties are **NOT** allowed. Due to high allergies, food, cake, cupcakes and candies are not permitted. In addition, in an effort to maximize academic instructional time, non-academic interruptions are limited. However, classroom teachers will acknowledge a child's birthday and celebrate the birthday without impacting instruction.

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC)

The Education Excellence School Advisory Council (EESAC) is a school-based group intended to represent the school, the community, and those persons closest to the students that shares responsibility for supporting the school's continuous improvement, Florida Statute 1001.452 (1)(a).

ESSAC Meeting Dates	
September 15, 2022	March 16, 2023
October 20, 2022	May 11, 2023

**Dates are subject to change, so please call the school or check school calendar*

FAMILY RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law. The intent of this law is to protect the accuracy and privacy of student information and education records. Under this law, parents and eligible students have the rights to: access their education records, including the right to inspect and review those records; waive their access to their education records in certain circumstances; challenge the content of education records in order to ensure that the records are not inaccurate, misleading, or otherwise a violation of privacy or other rights; ensure privacy with respect to such records and reports; and receive notice of their rights with respect to education records. Only authorized individuals having legitimate educational interest will have access to a student's education records. However, under some prescribed circumstances, personally identifiable information and education records can be disclosed to other individuals and agencies without parental consent. The Board approved a directive for implementing the provision of the Family Educational Rights and Privacy Act. Personally identifiable information is maintained in schools in a variety of forms, such as handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche.

Examples are:

- date and place of birth, parent's address, and where parents can be contacted in emergencies.
- grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school.
- special education records; disciplinary records.
- medical and health records that the school creates or collects and maintains.
- documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned; and personal information such as a student's identification code, Social Security number, photograph, or other information that would make it easy to identify or locate a student.

Personal notes made by teachers and other school officials that are not shared with others are not considered educational records as long as they are kept private by the maker of the record. Additionally, law enforcement records created and maintained by a school district law enforcement unit are not education records. Parents or eligible students are guaranteed the right, upon request, to inspect and review their children's records and to obtain copies of them within 30 days. In accordance with Board policy, a fee may be charged for reproduction of records, unless the imposition of that fee would effectively prevent the exercise of the right to inspect and review the education records. The parent or eligible student also has the right to request a correction of education records which he/she believes to be inaccurate or misleading. Requests are reviewed by the school principal, regional office, and/or District office and the parent or eligible student is notified of the decision(s).

ANTI-DISCRIMINATION POLICY

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. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

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 years old.

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.

Boy Scouts of America Equal Access Act of 2002 – No public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

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 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, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For **additional information** contact:

Office of Civil Rights Compliance (CRC)

Executive Director/Title IX Coordinator

155 N.E. 15th Street, Suite P104E Miami, Florida 33132

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: crc@dadeschools.net Website: <https://crc.dadeschools.net>

Detach this page and return to your child's teacher



**AcadeMir Preparatory Academy
Parent Handbook Acknowledgement of Receipt
2022-2023**

I, _____ acknowledge that I have received and carefully read the AcadeMir Preparatory Academy Parent Handbook. I understand that it is my responsibility to contact the Administration should I have questions or need clarification regarding any policies, practices and procedures contained in the Parent Handbook.

Student Name: _____ Student ID # _____ Grade: _____

Parent Name: _____ Signature: _____ Date: _____