



AMC

2019-2020

PARENT & STUDENT HANDBOOK

2019-2020



PARENT & STUDENT HANDBOOK 2019-2020

SCHOOL CALENDAR 2019-20



JULY 2019						
SU	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019						
SU	M	TU	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019						
SU	M	TU	W	TH	F	S
1	X	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
SU	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
SU	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	X	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	X	X	30

DECEMBER 2019						
SU	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	X	X	X	X	X	X
29	X	X				

JANUARY 2020						
SU	M	TU	W	TH	F	S
			X	X	X	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
SU	M	TU	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	X	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
SU	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	X	X	X	X	X	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020						
SU	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
SU	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	X	26	27	28	29	30
31						

JUNE 2020						
SU	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Teachers Report
- Teacher Planning Day (No Opt) District wide PD day
- Teacher Planning Day

- Beg/End Of Grading Period
- Recess Day
- Legal Holiday

- Days in Grading Period
- 1 - 46
 - 2 - 45
 - 3 - 43
 - 4 - 46



SCHOOL CALENDAR 2019-20



August 12, 2019	All Teachers report to school
August 13	Teacher Planning Day; not available to opt; no students in school
August 14	Teacher Planning Day; not available to opt; no students in school
August 15	Teacher Planning Day; District-wide Professional PD- not available to opt; no students in school
August 16	Teacher Planning Day; not available to opt; no students in school
August 19	First Day of School; begin first semester
September 2	Labor Day; holiday for students and employees
September 30	Teacher Planning Day; no students in school
October 9	Teacher Planning Day; no students in school
October 24	End of first grading period; first semester
October 25	Teacher Planning Day; District-wide Professional PD- not available to opt; no students in school
October 28	Begin second grading period; first semester
November 4	Teacher Planning Day; District-wide Professional PD- not available to opt; no students in school
November 11	Observation of Veterans' Day; holiday for students and employees
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess Day
December 23 – January 3, 2020	Winter Recess
January 16	End first semester and second grading period
January 17	Begin third grading period; second semester
January 20	Observance of Martin Luther King, Jr.'s Birthday; holiday for students and employees
February 17	All Presidents Day; holiday for students and employees
March 9-13	Spring Recess
March 26	End third grading period
March 27	Teacher Planning Day; no students in school
March 30	Begin fourth grading period; Second semester
April 10	Teacher Planning Day; no students in school
May 25	Observance of Memorial Day; holiday for students and employees
June 3	Last Day of School; end fourth grading period; second semester
June 4	Teacher Planning Day; not available to opt; no students in school



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SCHOOL MISSION

The mission of the Archimedean Middle Conservatory is to initiate the young mind to the art of thinking through the teaching of mathematics, English, and the Greek language.

SCHOOL VISION

The Founders of the Archimedean Academy envision a charter school whose main goal is to give its students an excellent education with emphasis in the teaching of the two main branches of the 3,000 year-old Greek civilization:

- The classical achievement in literature and the arts as they permeate modern civilization; and
- The art of mathematical thinking as the lifeline and the wind behind modern science and technology.

A conservatory is a public place of instruction, designed to preserve and perfect the knowledge of some branch of science or art. Children blossom inside a rainbow of heritages and dreams deeply rooted in the belief that an education of the highest quality will steer their lives for a better future in a better society. The conservatory provides the students with the highest quality education. Its strength emanates from a deep sense of responsibility in helping young minds grow and the confidence in teaching the art of thinking through mathematics and literature. The Greek heritage belongs to humanity and not just to Greeks. Mathematics forms the foundation of modern scientific thought and practice. Therefore, their presence within the curriculum opens the children's horizons and provides them with a better understanding of our modern society.

AFSHIN MIRHAJ, M.Ed., PRINCIPAL

DR. GEORGE KAFKOULIS, PRESIDENT & CHAIRMAN OF THE BOARD





VISION

"Give me the place to stand, and I shall move the earth." - Archimedes



DIRECTION

"The direction in which education starts a man will determine his future in life." - Plato



KNOWLEDGE

"To know, is to know that you know nothing. That is the meaning of true knowledge." - Socrates



EDUCATION

"The roots of education are bitter, but the fruit is sweet." - Aristotle

"The mind is not a vessel to be filled but a fire to be kindled." - Plutarch

"The foundation of every state is the education of its youth." - Diogenes



AMBITION

"Big results require big ambitions." - Heraclitus



EXCELLENCE

"Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit." - Aristotle



GENERAL ATTENDANCE INFORMATION



Please note: **all students enrolled in AMC are students of Miami-Dade County Public Schools, subject to applicable policies and entitled to the same rights.**

Archimedean Middle Conservatory is in session from **9:00 a.m. until 4:00 p.m.** When parents find it necessary to drop their children off at school early, the students are to be enrolled in the ACC (Archimedean Community Center) Before School program. Students should be in their homerooms at 8:45 a.m.

All students who are not registered with the ACC (Archimedean Community Center) must leave the school grounds by 4:15 p.m. If they are not picked up at this time, they will join the After School Program and will be charged with the fee accordingly.

There are probably no factors more important to a student's progress in school than regular and punctual attendance.

- 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 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, the 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.

If a student is absent from school, the parents must call the school to inform the school office of their child's absence.

When the student returns to school, he/she must bring the appropriate school form for absences signed by his/her parent or guardian to the registrar in the office WITHIN THREE DAYS upon the return to school, stating the reason for the absence and the date(s) of the absence(s). The registrar will update the attendance record to indicate the change to excused absence.

Absences not included in excused absences listed below shall be unexcused. Any student who has been absent from school will be marked unexcused absent until s/he submits the required documentation.

Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences do not require that the teacher provide make-up work for the student. Should a student accumulate five or more unexcused absences/tardies within a semester or ten during the year, he/she will be subject to review by the attendance committee and to the withholding of class credit(s).



GENERAL ATTENDANCE INFORMATION



The following conditions may excuse a student from school attendance:

1. **Personal illness or injury** (medical evidence may be required by the Principal for absences exceeding five (5) consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, s/he must be under the supervision of a health care provider in order to receive excused absences from school.
2. Death in the immediate family.
3. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
4. **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.**
5. An approved school activity (absences recorded but not reported).
6. Other absences with prior approval of the Principal.
7. Attendance at a center under Department of Children and Families supervision.
8. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.
9. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal. The student must receive advance written permission from the principal. Examples of special events include: public functions, conferences, and regional, state, and national competitions.
10. Outdoor suspension.
11. 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.
12. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, requires documentation related to the condition.

Unexcused absences include absences due to:

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

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

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.



GENERAL ATTENDANCE INFORMATION



Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs.

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parents or guardians.

Students have the same number of days to make up work as they have been absent from school (i.e., if a student is absent three (3) school days, he has three (3) school days after his return to make up work). A student who is absent only one day has to take "pop quizzes" the day he or she returns. Work missed due to an unexcused absence may not be made up.

If a student is absent more than one (1) day, he or she will have a one (1) day grace period before making up unannounced assignments or quizzes. Previously announced quizzes, tests, assignments, etc. may be required to be taken or submitted immediately upon the student's return to school.

THE STUDENT SHALL:

- A. attend classes 180 days each school year;**
- B. request the make-up assignments for all excused absences/tardinesses from teachers upon return to school or class within three (3) days; It should be noted that all classwork, due to the nature of instruction, is not readily subject to make-up work.**
- C. complete the make-up assignments for classes missed within the equivalent number of days absent; Failure to make up all assignments will result in a lower assessment of the student's academic and/or effort grade.**
- D. be reported as present for the school day in order to participate in athletic and extra-curricular activities.**

THE PARENT SHALL:

- A. be responsible for their child's school attendance as required by law and stress the importance of regular and punctual school attendance with their child;**
- B. report and explain an absence or tardiness to the school;**
- C. ensure that the child has requested and completes make-up assignments for all excused absences/tardinesses from the teachers upon return to school or class;**
- D. appear before the Attendance Review Committee at the scheduled time to provide information relating to their child's absences and to support prescribed activities.**



GENERAL ATTENDANCE INFORMATION



Tardy

Not in class by 9:00 a.m. After school begins, students are required to report to the attendance office immediately upon their arrival to obtain an admit slip.

Doctor appointments

Under normal circumstances, no more than one-half (1/2) day will be excused for these appointments and appearances. Doctor and dental appointments should be scheduled outside the school day when possible.

Students should never leave the building without permission.

Consequences for Tardiness

1st = Verbal warning

2nd = Parent contact

3rd = Review and evaluation by attendance committee/possible loss of class credit

Early Dismissal

There will be early dismissal every Wednesday at 3:00 p.m.

Early 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.**

On the regular school days, **NO** student will be dismissed between **3:30 and 4:00 p.m.** – On **Wednesdays, NO** student will be dismissed between **2:30 and 3:00 p.m.**

Please note that ID is required when picking up your child early.

The students will be released ONLY to an adult who is indicated on the emergency card.

SCHOOL OPERATION PROCEDURES



Guests and Visitors

All parents and other visitors should first check in the main office and sign in the guest log and wear an ID while in the building.

Fire Drills

Fire drills will be scheduled throughout the year. Students are to file out in an orderly way, following the directions posted in each classroom. You should walk quickly, but not run, to your assigned area and remain until the signal for going back into the building is given. Absolute quiet is a "must" in all drills. In order to make sure that all students have left the building, a roll call is taken for each class. Tampering with fire alarms or fire fighting equipment will lead to suspension from school. Law enforcement agencies will also be notified.



SCHOOL OPERATION PROCEDURES



School Operation During Storms

Please keep in mind that we follow the Miami Dade-County public schools' rules and decisions regarding school operation during stormy weather.

Incidents on or near School Campuses

Archimedean Middle Conservatory has set up emergency plans and has an Emergency Response Team that focuses on prevention and reaction to incidents. Further, a Crisis Intervention Team that provides support to students and staff after an incident.

If there is a potential threat or unsafe situation to a 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 move into the building. We will lock outer doors and prohibit movement between buildings, but all other activities will continue as normal.

Telephone Use

1. Student use of cell phones is NOT permitted during school hours.
2. Use of the school phone by students must be approved by office personnel and can only occur in an emergency.
3. **Use of cell phones or other type of electronics during school hours, or inappropriate use of phones after school hours, will result in the item being confiscated until the end of the school year. For FIRST TIME OFFENDERS, the confiscation will be for one week. Students whose phones have been confiscated must have a guardian or parent representative to pick up the phones from the principal or the designated administrator.**

Requests from parents/guardians to deliver messages to students often disrupt the educational day and can mean the loss of class time to students. Although we realize the necessity of relaying emergency messages, please help to limit these disruptions by communicating with your parents before leaving for school in the morning. If an item must be delivered to the students, please leave it with the office personnel.

Study Habits

Archimedean Middle Conservatory provides you with a rigorous academic program. The expectation is that all students will work hard to meet high academic standards. For this reason, it is of extreme importance that students come to school prepared.

Bring all necessary books and supplies, including a pen, pencil, and paper, to each class.

- Use your planner to keep a written record of all short and long-term assignments, including the dates they are due.
- Schedule regular study time in a quiet place.
- To avoid lost books and assignments, keep all school materials together at home and put your name on all homework assignments, in books and in notebooks.
- Ask your teacher for help before assignments are due.



SCHOOL OPERATION PROCEDURES



Home Learning:

In order to enhance the learning in the academic program that we are offering, it is expected that all students in Archimedean Middle Conservatory have on the average 2 – 2 1/2 hours of work at home daily. This should include completing assignments and studying for quizzes and tests. It is imperative that all students complete their assignments and prepare for quizzes and tests. In the event that the students do not carry out their school responsibilities, consequences will take place as are stated. In addition, the student will be asked to join in a faculty, parent, and administration conference in order for all of us to better evaluate the academic progress.

1st class block of MISSED homework= grade will be lowered by a letter grade.

2nd class block of MISSED homework= zero (as a grade for that assignment).

3 zeros= exclusion from electives pending makeup of missing assignments.

Continuously missing homework assignments will result in a referral to administration.

Grade Point Average:

A 3.50 – 4.00

B 2.50 – 3.49

C 1.50 – 2.49

D 1.00 – 1.49

F 0.00 – 0.99

Grading Scale:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0– 59

Grading Percentages:

Homework= 15%

Class Learning Activities= 25%

Quizzes= 25%

Tests= 35%

Honor Roll

The following Honor Roll categories are recognized by the school:

Principal's Honor Roll: Students who have earned an A in all subjects and conduct.

Superior Honor Roll: Students who have earned mostly an A and only up to two Bs in their subjects and all As in conduct.

Regular Honor Roll: Students who have earned mostly an A and a B in up to three of their subjects and all As in conduct.



SCHOOL OPERATION PROCEDURES



The students who qualify for an Honor Roll will be recognized at the end of each grading period. In addition, there will be recognition for the students who have earned honors, according to their cumulative grade point average, at the Award Ceremony at the end of the school year. The following categories will be recognized:

Summa cum Laude: 4.00 – 3.90

Magna cum Laude: 3.89 – 3.75

Cum Laude: 3.74 – 3.40

Progress Reports

Interim progress reports will be issued half-way through each nine-week period.

Field trips/Activities

All students must “qualify” for participation in field trips and/or school activities. The final approval is based on teacher recommendation.

Bullying Prevention and Harassment

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

Bullying can include 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 school employee made aware of bullying shall report it to the principal.

Ways that parents/guardians can help if your child is being bullied:

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

Archimedean Schools Student Support Services:

The Archimedean Student Support Services mission is to provide services and support to students and their families for the greatest level of academic, social, and emotional success. The Department facilitates the support system to ensure all students at Archimedean schools have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of society. All students and parents will be informed on the procedures to access the Counselor or ESE Specialist.



SCHOOL OPERATION PROCEDURES



Role of Archimedean Student Support Counselor:

The primary goal for the Archimedean Schools Student Support Counselor is to support the success of all students by providing an academically, personally, socially, and emotionally safe climate.

Role of Archimedean Exceptional Education Specialist:

The ESE Specialist works cooperatively along with teachers, administration, support personnel, parents, and the community in assisting students who require additional support in their education through the creation and implementation of strategies that help students succeed.

Educational Excellence School Advisory Committee (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 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](#).

Archimedean Community Center

Information on before/after-school programs is available online. Please contact the ACC director.

Controlled Open Enrollment for extracurricular activities

The Archimedean Schools District Board limits the participation in school-offered extracurricular activities only to students enrolled in the Archimedean Schools regularly. Students that are not enrolled in the Schools are **NOT permitted** to participate in any extracurricular activities.

Collection of balance due for services provided by the school is to be settled by the families prior to graduation of 5th grade, 8th grade and 12th grade.

Students graduating from 5th and 8th grade in order to participate in all grade graduation activities must be in good academic standing on track for graduation and have no outstanding balance with the school.



SCHOOL OPERATION PROCEDURES



Field Trip Cancellation & Reimbursement to Families

Field trip Accounting Procedures policy in regards to family reimbursement for field trips paid and later cancelled. The ARCHIMEDEAN schools adopt the MDCPS Field trip accounting Procedures and in addition the following paragraphs shall be incorporated:

Cancellation of Field trips and reimbursement procedures: For field trips sponsored (paid) by the families:

1. Cancellation due to school decision.
 - Should the school cancel a field trip for all students, families should be reimbursed via school check for the total amount collected from the family for the purpose of the field trip.
2. Cancellation due to family decision.
 - Should a student (family) cancel participation in a planned field trip there will be no reimbursement of funds collected unless a Doctor's note is submitted to the school indicating that the student absence was due to illness.
3. General provisions.
 - There will be no reimbursement to families for funds collected in the event that the school has paid the vendor and the vendor does not have a reimbursement policy.
 - The school to offset the field trip costs that have been evenly distributed to the students committed to attend will withhold a 25% of the field trip cost collected.
 - Should there be a family balance due to the school for any services provided by the school, the school reserves the right to offset the amount in order to settle an account balance due. Families should request in writing (submit a reimbursement Request) stating to which account they would like the field trip reimbursable funds to be transferred.
 - For a reimbursement to be processed, it is required that families submit to accounting department, in writing, a Reimbursement request form and copies (front and back) of the checks that have cleared through their bank.

Funds collected and not reimbursed should be accounted for in the Schools' Internal fund.

DISCIPLINARY PROCEDURES



Guidelines for Student Behavior

The faculty and administration of Archimedean Middle Conservatory firmly believe in giving students realistic opportunities to exercise self-discipline, mutual respect, and responsibility to the school and each other. School rules have been established, based on consideration for the rights of others, your safety and welfare, and respect for the property of others. School procedures and classroom rules are designed to promote learning and a school climate in which we can all take pride.

It is your responsibility to conduct yourself in a respectable manner. Students must govern their behavior so as not to infringe on the rights and personal freedoms of others. **Any extremes in social behavior, which have a disruptive effect on the educational process or jeopardize the safety and welfare of others, will be appropriately dealt with by the staff of the school.**

All students must respect the property of the school and others. There will be serious consequences for violating this rule.



DISCIPLINARY PROCEDURES



**ANY BEHAVIOR THAT DISRUPTS THE LEARNING ENVIRONMENT WILL NOT BE TOLERATED.
PLEASE FOLLOW THE RULES OF THE STUDENT CODE OF CONDUCT AND ARCHIMEDEAN MIDDLE CONSERVATORY.**

Consequences for Behavior issues:

- 1st = Verbal Warning
- 2nd= Loss of privilege, i.e. no break
- 3rd= Parent Contact/ referral note
- 4th= Administrative referral

Cafeteria Rules

Students are expected to:

1. Treat everyone with respect.
2. Speak quietly at all times.
3. Pick up all trash and put it in the proper container.
4. Keep all food and drink in the cafeteria only. No food or drink will be taken outside of the cafeteria for any reason, except with staff permission.

Dress Code

Students **MUST** wear the uniform that is indicated by the school at all times. Uniforms must be worn properly, proper length of skirts for girls, etc. Anything that distracts from the learning environment is viewed as inappropriate.

- Uniform and ID rules will be followed very strictly – NO EXCEPTIONS
- Student may wear ONLY the school uniform jacket

CODE OF STUDENT CONDUCT



All AMC students are MDCPS students. The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, teachers, administrators, custodians and community members - show pride by doing our share to make middle school a better place in which to learn and work.

The ultimate goal of the middle school staff is to develop self-discipline in all students.

The following rules apply while on school premises, school buses, or any other school property during school activities at or away from school, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

A VIOLATION OF ANY RULE MAY RESULT IN DISCIPLINARY ACTION INCLUDING, BUT NOT LIMITED TO:

- After-school or morning detention



CODE OF STUDENT CONDUCT



- In-school detention
- Out-of-school suspension
- Recommendation for expulsion
- Compensatory payment of damages
- Loss of credit for assigned work or tests
- Assigned work related to the offense

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

Please refer to the [Dade County Code of Student Conduct](#) for specific infractions and consequences.

The primary objective of Archimedean Middle Conservatory is to enhance each student's potential for learning and to foster positive interpersonal relationships. AMC supports the concept that students who possess personal, academic, civic, and occupational adequacies will become effective and productive citizens. Students must develop and accept the responsibilities and obligations of citizenship. AMC utilizes the Miami-Dade Public Schools' Code of Student Conduct (COSC). The COSC helps students 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, but also core values and 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 empowers 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 content.



HANDBOOK AWARENESS STATEMENT



2019 - 2020 Parent/Student Acknowledgement of Receipt and Review

As a student or as a parent I understand the importance of The M-DCPS Code of Student Conduct and AMC Handbook and have accessed and reviewed the online version or obtained a current copy of the following:

- Code of Student Conduct
- Archimedean Middle Conservatory Handbook
- Student/Parent Contract
- Student/Parent Handbook
- AMC Procedures

AMC will maintain records of the signed statements.

The Archimedean Middle Conservatory Student Handbook is available at the school website. The online version of the Code of Student Conduct in English, Spanish, and Haitian-Creole can be located in the Miami-Dade County Public Schools Parent Portal or by accessing through the following website address: <http://ehandbooks.dadeschools.net/policies/90/index.htm>

If you do not have internet access to obtain a copy of the Code of Student Conduct, please visit the main office or your child's homeroom teacher at AMC to obtain a copy.

My signature below indicates that after reviewing both the M-DCPS Code of Student Conduct and the Archimedean Middle Conservatory Student Handbook, I agree to abide by the rules of both M-DCPS Code of Student Conduct and the Archimedean Middle Conservatory Student Handbook.

_____	_____
Parent's/Guardian's Name	Date
_____	_____
Parent's/Guardian's Signature	Date
_____	_____
Student's Name (Please Print)	Date
_____	_____
Student's Signature	Date

PLEASE RETURN THE SIGNED COPY OF THIS FORM TO YOUR HR TEACHER BY MONDAY, AUGUST 26, 2019.

ARCHIMEDEAN SCHOOLS

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