



# ARCHIMEDEAN ACADEMY

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**2019-2020**  
PARENT & STUDENT HANDBOOK

Dr. Jose Martinez-Melendez, Principal  
Dr. Rosarie Jean, Vice Principal



# 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
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28	29	30	31			

AUGUST 2019						
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SEPTEMBER 2019						
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OCTOBER 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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JANUARY 2020						
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FEBRUARY 2020						
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MARCH 2020						
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APRIL 2020						
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MAY 2020						
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31						

JUNE 2020						
SU	M	TU	W	TH	F	S
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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



# PARENT & STUDENT HANDBOOK 2019-2020

## SCHOOL CALENDAR 2019-20



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



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## BOARD OF DIRECTORS



<b>Dr. George Kafkoulis</b>	President and Chairman of the Board
<b>Mr. Aleco Haralambides, Esq.</b>	Vice-President and Founding Board Member
<b>Mr. Jeffrey Taraboulos</b>	Treasurer and Board Member
<b>Mr. Alexandros Alexandrakis</b>	Board Member
<b>Mr. Frank Berrizbeitia</b>	Secretary, Board Member
<b>Dr. Konstantinos Boukas</b>	Board Member
<b>Ms Catherine Hernandez</b>	Board Member
<b>Mr. Chris Alexander Korfiatis</b>	Board Member
<b>Dr. Solange P. Kouemou</b>	Board Member
<b>Dr. Andres Tremante Morakis</b>	Board Member
<b>Mr. Nicolas Monocandilos</b>	Board Member

## SCHOOL ADMINISTRATION



<b>Dr. Jose Martinez-Melendez</b>	Principal
<b>Dr. Rosarie Jean</b>	Vice Principal
<b>District Staffing Specialist</b>	TBA
<b>Monica Rodriguez</b>	SPED Chairperson
<b>Nicolas Roussi</b>	IT Manager/Plant Manager
<b>Region VI, as assigned</b>	School Psychologist
<b>Manuela Rodriguez</b>	Trust Counselor

## PARENT-TEACHER-STUDENT-ORGANIZATION BOARD

<b>Sasha Jordan-Correa</b>	President
<b>Karine Kokubo</b>	Vice President
<b>Janel Luciani</b>	Vice President of Fundraising
<b>Veronica Ulloa</b>	Treasurer
<b>Veronica Romero-Shilling</b>	Recording Secretary
<b>Carolina Fernandez</b>	Communications Secretary
<b>Isbelia Duran</b>	Events Coordinator
<b>Elyanna Valdes and Brenda Villacres</b>	Parliamentary
<b>Ms. Anelise Schlindwein</b>	Teacher Liaison

## Board Members

**Viviana Diaz | Mariana Arroyo | Jessenia Garcia**



## ARCHIMEDEAN ACADEMY FACULTY



Anillo, Daisy	Language Arts   Social Studies
Bighenho, Vivian	Language Arts   Social Studies
Boukas, Lambros	Greek Mathematics, Arduino, Computer Programming   Coding
Castano, Diana	Art
Dominguez, Lauren	Language Arts   Social Studies
Drymona, Nikoletta	Kindergarten   Greek Language
Echezabal, Leilani	Language Arts   Social Studies
Exarchou, Violetta	Greek Mathematics
Georgiou, Alexandra	Greek Mathematics
Hernandez, Laura	Science   Social Studies
Jimenez, Lanay	Kindergarten   Language Arts
Kishinevsky, Sandra	Language Arts   Science   Social Studies
Konsta, Anna	Greek Language
Kordy, Mehrnoosh	American Mathematics
Kountouratzi, Lena	Kindergarten   Greek Mathematics
Kralievits, Christos	American Mathematics
Lazo, Adrienne	Science   Social Studies
Marquez, Nimia	Music
Martin, Florence	Language Arts / Social Studies
Morales, Maria	American Mathematics
Oropeza, Jenny	Language Arts   Social Studies
Papadopoulos, Elias	Greek Mathematics
Pappa, Maria	Greek Language
Parra, Natalie	Language Arts / Social Studies
Quezada, Rachael	Language Arts / Social Studies
Quintana, Dorlaine	Science / Social Studies
Ramos, Michelle	Language Arts / Social Studies
Rodriguez, Monica	ESE Specialist
Schimer, Jason	Physical Education
Schindwein, Anelise	Mathematics
Silvestros, Michella	Greek Language
Sourlou, Evi	Greek Mathematics
Tsakalis, Panagiotis	Greek Language
Tsilivakou, Evangelia	Instructional Support
Varela, Jessica	American Mathematics
Vazquez, Jorge	Physical Education
Vlachogiannatos, Konstantinos	American Mathematics



## Welcome Letter



Dear Parents:

On behalf of the Faculty and Staff of Archimedean Academy, I welcome you to an exciting 2019-2020 school year!

This Parent Handbook is intended to assist and provide you a general understanding our school's procedures and operations.

It is intended to provide guidance and assistance as we partner for yet another successful year.

Please understand that no fix set of rules or guidelines can cover every conceivable situation that may arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Archimedean Academy to deviate from normal rules and procedures set forth in this handbook. Archimedean Academy reserves the authority to deal with individual circumstances as they arise in the manner Archimedean Academy deems most appropriate taking into consideration the best interests of the school, its faculty, employees, scholars and overall school community. As a public Charter School, the Archimedean Academy's program maintains a high standard of expectation for our students' performance. Our Faculty and Staff are well prepared to deliver a unique curriculum to our students. Our Faculty and Staff participate in professional workshops to keep learning exciting and current for our students, and your child(ren).

Our Parent-Teacher Organization (PTO) is important to us. Please feel free to reach out and contact any of the members of the Executive Board for more information on how you may become involved as a parent.

Thank you for making Archimedean Academy your school of choice. We look forward to having you become an integral part of your child's education and our School. Please contact us if you have any questions or concerns regarding the policies and procedures contained in this handbook.

Looking forward to celebrating many successes this academic year!

Warm regards,

Dr. Jose A. Martinez  
Principal



## INTRODUCTION



Archimedean Academy Charter School was founded in February of 2002 by the late Mr. John Haralambides, CPA, and Dr. George Kafkoulis, Associate Professor of Mathematics at Florida International University (FIU). Founding Steering committee members included a resource of individuals from the Greek and Greek-American communities, a technical consultant, a faculty member of a local university, and attorneys.

Currently, Archimedean Academy is governed by a Board of Directors. Its funding sources come from the Florida Department of Education. Lottery drawings are conducted when applications out-number the available seats. The School employs certified teachers, and adheres to all health and safety codes, like all other public schools. As a MDCPS sponsored charter school, Archimedean Academy teachers are cleared and help accountable by the State of Florida and the Schools of Choice District office regarding certification to teach. Charter school teachers are not cleared by Schools of Choice District office, and is the responsibility of the school. Parents play an integral part in the School community, and are required to participate as volunteers, as stated in the Parent Contract. To this end, children, parents, faculty and staff interactions blend together to promote and support this unique educational environment.

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

## MISSION STATEMENT



The mission of Archimedean Academy is to initiate the young mind to the art of thinking through the teaching of mathematics, English, and the Greek language. The Founders envision creating 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.

### What Makes Our School Unique

The American mathematical curriculum and the Greek mathematics curriculum are each taught an hour every day to every student. The Greek language is used as a linguistic vehicle bringing to the students a European type of mathematical curriculum as an enhancement to the standard American mathematics curriculum. Greek as a second language is taught in partial immersion classes, and offers to the students the benefit of learning a language that influenced the majority of the western European languages as well as the scientific and medical terminologies.

The Archimedean Academy, a Conservatory of Mathematics and the Greek language is a Kindergarten through Grade Five public charter school. The large majority of the student population is of Hispanic heritage, with most students having no Greek heritage.

***The Archimedean Academy does not discriminate on the basis of race, religion, nationality, or ethnic origin in the admission of students.***





## EDUCATIONAL PROGRAM OVERVIEW



### Curriculum Core Concepts

In establishing its innovative program, Archimedean Academy has identified the following core concepts:

- **Small Classroom Sizes.** Our classes consist of fewer than 25 students, with their teacher.
- **Participation in a two-hour block of Greek language immersion.** Such participation enhances the mission and vision of the school to teach the art of critical thinking in mathematics.
- **Active and constructive parental involvement.** Such involvement ensures that a parent will actively participate in his/her child's education, which serves as a "tuition investment" in the student's education.
- **Innovative use of technology in the classroom.** Curriculum instruction is improved by such technology since it extends and continues the learning environment from the school to the home.

### The Archimedean Academy Curriculum

- The curriculum of Archimedean Academy is designed to serve students of various ability levels. The course of study for students is based on the Florida Sunshine State Standards, and includes language arts, mathematics, science, social studies, with a two-hour block of Greek Immersion course of study.
- In addition to the regular academic program, Archimedean Academy offers art, and physical education and/or health/personal fitness.

### Mathematics

- Archimedean Academy students participate in mathematics for two hours daily.
- One hour of the American mathematics curriculum of Miami-Dade County Public Schools, Sunshine State Standards, and the national standards (National Council of Teachers of Mathematics, NCTM) is taught in English.
- One hour of mathematics is taught by Greek teachers in the Greek language using Greek language-based mathematics curricula books sent from Greece.
- The methodology of teaching mathematics in Greek emphasizes a computational conceptual understanding of base 10. Oral or written thought is founded in the training of the base 10 concept, and strengthened by critical thinking skills versus the use of manipulatives.

### Reading and Language Arts

- The areas of language arts are presented and taught within a two-hour uninterrupted block of time, as required by the Miami-Dade County Public Schools' student progression plan.
- Students are screened and assessed for their reading strengths and weaknesses.



## EDUCATIONAL PROGRAM OVERVIEW



- The reading curriculum uses Novel-based instruction, and a wide variety of selected reading resources to teach the Sunshine State Standards (SSS).
- Within a strong, quality literature-based reading program, phonics is incorporated daily into the instruction.
- Students are encouraged to read daily at home, with their parents reading to their child(ren) for a minimum of twenty minutes daily.

### Science and Social Studies

- Social Studies is integrated within the Language Arts/Reading program.
- An annual Science Fair is held at the school for all grades, including Kindergarten.

### Art, Music and PE

- The Specials are rotated on weekly basis.
- Each Special Area is taught by a teacher certified in that particular area.
- Art and Music is assessed through participation in events, and completion of projects, and/or special assignments.
- The Music program is a supplement to the Greek Curriculum. While students learn and practice the elements of Music, the Greek Language is reinforced through the learning of traditional and modern Greek songs and dances.

### Assessment

- The Archimedean Academy participates in all applicable components of the Florida Assessment Program, including the FSA as it is developed and implemented in Florida, the Stanford Achievement Test (SAT), and other age-appropriate tests that may be required and/or recommended by M-DCPS.
- In addition to the state standardized tests, Archimedean Academy conducts its own internal pre and post testing and assessment using an accepted standardized test, such as the Metropolitan-8. These tests serve as instruments to measure annual gain.
- Other internal testing and assessment, such as competency-based standardized tests, may also be used by Archimedean Academy to evaluate the effectiveness of its curriculum and teaching methods.

### FSA Testing Results

*Archimedean Academy is an A school and has been recognized by Florida's Governor and Commissioner of Education as one of the Top 100 schools in the State of Florida!*



# PARENT & STUDENT HANDBOOK 2019-2020

## Part 1. ARRIVAL, TARDY, DISMISSAL and ABSENT POLICY



### Introduction:

#### School Board Rule 6Gx13-5A-1.04:

"There are probably no factors more important to successful school progress than regular and punctual school attendance. Students who are tardy or absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students withdrawing from school."

Absences are subject to Board Rules as stated by MDCPS.

Archimedean Academy School Hours	
BEFORE SCHOOL CARE	7:00 a.m. – 7:45 a.m. (Kinder-5th)
STUDENT ARRIVAL	7:30 a.m. (Kinder – 5th) (Holding Room Available)
MORNING ANNOUNCEMENTS	7:45 a.m. (Monday's Only)
CLASSES BEGIN	8:00 a.m. (Kinder – 5th)
SCHOOL ENDS	3:00 p.m (K-4th) 3:45 (5th grade) (Wed., 2:00 p.m.)
CLASSES BEGIN	8:00 a.m. (Kinder – 5th)
AFTER SCHOOL PROGRAM	3:00 p.m. – 6:30 p.m. (Wed., 2:00 p.m.)

### IMPORTANT!!!

Students arriving before school hours **MUST** attend the Before School Program.

**Students who arrive at school before school hours and are not registered with the Before School Program WILL be placed in the Before School Program and will be charged the daily fee.**

**Students brought to the After School Program after dismissal and are not registered in the ASP, will be charged the daily fee.**

Parents are responsible for paying these fees on the days service is rendered.

**Failure to pay these fees on the day of service will result in \$20 monthly Late Fees. Eventually, failure to pay these fees will result in account sent to a collections agency.**



## Part 1. ARRIVAL, TARDY, DISMISSAL and ABSENT POLICY



### ARRIVAL

- Parents are to obey all drop-off and pick-up procedures to ensure the safety and security of your child(ren). Students are dropped-off in the drop off area located on the northeast gate, next to the cafeteria. School employees are present to assist and direct students.
- Students need to learn the importance of regular school attendance. It is the parents' responsibility to ensure that their child(ren) arrive to school on time.
- The Archimedean Academy classes begin promptly at 8:00 a.m. The school day ends at 3:00 p.m. (2:00 on Wednesdays).
- At 8:00 all gates on the Main Campus to the school are closed. Parents are expected to park and sign in student at the Main Office. Students arriving after 8:00 (8:01) are considered tardy and must get a late pass from the front desk.
- Arrival time is not the time for parent conferences. ***Faculty and staff have been directed by this administration to not engage in "just one-minute" conferences with parents. This takes the teacher's time and focus away from his/her students at a time critical to beginning a new learning day.*** Please do not ask or expect our teachers to compromise this policy. Teachers welcome pre-arranged conferences to discuss matters regarding his/her students. Your cooperation and understanding is appreciated.

### Early Arrivals

- **CHILDREN WHO ARRIVE PRIOR TO 7:30 A.M.** will report to the cafeteria and **will be placed in the Before School Program, and CHARGED THE DAILY RATE OF \$5.00** (breakfast is included). **PAYMENTS NOT RECEIVED WITHIN 5 BUSINESS DAYS WILL BE CHARGED A LATE FEE OF \$20.00.**
- Children arriving between 7:30 a.m. and 7:45 a.m. will proceed to the "Holding Room" supervised by a grade level teacher. Monday morning announcements will be conducted as needed.

### TARDY POLICY

- Our classes must begin promptly. Tardies count against attendance record, which affect nine-week rewards for attendance, as well as end-of-the-year attendance recognition. Parents are responsible for making sure that their child(ren) are on time to school every day. Being late affects the learning and tone of your child's entire school day.
  - a) Continued tardies will result in a school referral of poor attendance, and will affect the child's permanent record.
  - b) Should continued tardies be noted, the parent will be contacted by the School administration.
  - c) A student will not be awarded perfect attendance if they have more than 3 tardy's
  - d) Students must report directly to the main office after 8:00 a.m. for a late pass, or they will not be permitted in class.



## Part 1. ARRIVAL, TARDY, DISMISSAL and ABSENT POLICY



### DISMISSAL POLICY

#### Early Dismissal

- If you plan to pick up your child early, you must stop at the front desk. Your child(ren) will be paged in their classroom by an office staff member. In order for your child(ren) to be excused early, he/she must be signed out by the adult picking them up in the Log for Early Pick-Up, and must be on the emergency card as authorized to do so.
- **There will be no early dismissals after 2:30 p.m. (or after 1:30 p.m. on Wednesdays).**
- **IF A STUDENT HAS NOT BEEN PICKED UP BY THE END OF DISMISSAL, THEN THE STUDENT WILL BE ESCORTED TO THE AFTER SCHOOL PROGRAM AND WILL BE CHARGED ACCORDINGLY.**
  - 1. **LATE PICK-UP FEE: \$1/minute AND not to exceed \$13.00/day**
  - 2. **LATE PICK-UP FEE AFTER 6:30 PM: \$1/minute**
  - 3. **Payments not received within 5 business days will be charged a late fee of \$20.00**

The ACC has several after school programs available for parents that are not able to make Dismissal Pick-Up arrangements for their child(ren). For programs and rates information please visit the school's website: [www.archimedean.org](http://www.archimedean.org).

- Exceptions will be made for doctor appointments, with an appointment card shown by the parent to staff in the main office. **Early dismissal after a field trip or school event is generally not permitted, unless administration has given prior approval.**
- **Only those persons listed on the EMERGENCY CARD are authorized to pick up students.**
- Students who are not picked up by an authorized person (as specified in the child's emergency card) **will not** be released. Those persons must report to the Main Office for assistance.
- **CHILDREN MAY NOT RETURN TO THE BUILDING, CAMPUS, OR PLAY AREAS AFTER DISMISSAL TO WAIT FOR FRIENDS OR SIBLINGS, NOR VISIT OTHER CLASSROOMS.**
- At the time of pick-up, authorized person will be required to sign off with the dismissal teacher. Please be patient and wait your turn, as disorder compromises the safety of the students

### ABSENCES

Please call and inform the School if your child will be absent.

#### 1. The following are considered excused absences:

- Student illness (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.
- Absences due to a medical appointment require a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.
- Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance



## Part 1. ARRIVAL, TARDY, DISMISSAL and ABSENT POLICY



- Attendance at a center under Department of Children and Families Supervision
- Death in the immediate family
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed
- School-sponsored event or 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.
- Other individual student absences or tardies beyond the control of the parent or the student as approved by the principal or designee. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, state, and national competitions.
- Significant community events with prior permission of the Principal. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.
- Outdoor Suspension

All notes of absences must be directed to Ms. Cynthia Paraskos.

### Participation in Physical Education due to temporary illness

1. A note from home may excuse students from participation because of illness for a temporary time. Any long-term excuse for participation will require a note from a doctor. All notes should be directed to the Main Office.
2. In case of inclement weather, recess and P.E. classes will be conducted in the classroom.

### Excessive school absenteeism can result in course failure.

The student is expected to:

- take advantage of his/her educational opportunity by attending all classes punctually on a daily basis
- provide the school with a written explanation for any absence/tardiness
- request the make-up assignment for all excused absences/tardiness from his/her teachers upon his/her return to school or class. It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work
- complete the make-up assignments for classes missed within a reasonable amount of time. Failure to make-up all assignments will result in lower assessment of the student's academic and/or effort grade





## Part 1. ARRIVAL, TARDY, DISMISSAL and ABSENT POLICY



3. The parent is expected to:
  - report and explain an absence to the school and all Doctors notes should be directed to the homeroom teacher
  - be responsible for his/her child's school attendance as required by law
  - be aware that tardiness places his/her child's learning in jeopardy and interrupts the learning of other students
  - stress the importance of regular and punctual school attendance with his/her child
  - personally contact the school after his/her child's third consecutive absence (a doctor's excuse is required.)
4. A student accumulating (10) or more unexcused class absences in a school year (or 5 within a semester) will be subject to the withholding or passing of final grades, pending an administrative/parent meeting to review all absences. Failure to attend school and/or to meet the requirements for the school year could also result in retention.

### STUDENT EMERGENCY CONTACT CARD

- Safety is a priority in this school! The school will only release a student to those authorized person(s) listed on the **EMERGENCY CONTACT CARD**.
- Although a parent may find this inconvenient at times, the school shall adhere to this policy, without exception.
- The information on the card must be current and up-to-date. Parents are requested to provide the School with day and evening phone numbers, student illnesses, and allergies.
- Please feel free to stop by the office and update the card at any time.
- The Emergency Card operates as a legal document. In order to remove a legal guardian from the card, legal documentation must be provided.
- A valid photo identification will be required of all individuals picking up students. Parents may add names to the card by coming into the office.
- Phone calls will not be accepted as verification for signing out a student.

### LEGAL ACCESS TO STUDENTS

- Parents or guardians are to submit to the School a copy of any legal documents which indicate who is permitted legal access to the student and/or the school records. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's EMERGENCY CONTACT CARD.
- **In the absence of verified and authorized consent, persons (personal friends and/or others) will be denied access to a student.**



## Part 2 | CODE OF STUDENT CONDUCT



### Environment

Archimedean Academy maintains an anti-bias or discrimination policy and non-violent atmosphere. It operates under the M-DPS Code of Student Conduct: [dadeschools.net/policies/90/CSC\\_sec\\_14-15.pdf](https://www.dadeschools.net/policies/90/CSC_sec_14-15.pdf)

(Please note as per recent changes to the Code of Student Conduct, permanent removal from class requires a Placement Committee decision. No recommendation may be required for Diversion Center or alternative educational setting.

- **Research indicates that the appearance of the objects and images as named below are directly related to aggressive behavior. Please do not allow your child(ren) to bring the following items to school: toy guns, swords, super hero artifacts, stereo-typical action figures, violent-oriented cartoon character lunch boxes, toys, magazines, and/or books.**
- All items that interrupt the classroom and learning will be confiscated by School personnel. The parent will pick up the item from Administrative offices.

### Establishing a positive learning environment

- Archimedean Academy believes students should demonstrate **Respect** for self and others; take **Responsibility** for their own learning and behavior; and, be **Ready to Learn** each school day.
- Archimedean teachers act as facilitators of learning, while building a sense of community in the classroom. The teachers guide students in critical thinking, decision-making, problem solving, and self-expression.
- Archimedean students are treated as thinking, communicating individuals.
- Archimedean Academy follows the Miami-Dade County Public Schools' "Code of Student Conduct Book." Classrooms will be visited by the administration to discuss the contents of the "Code" booklet.
- As a parent understanding of **The M-DCPS Code of Student Conduct** is important. This Code can be accessed at: <http://www.dadeschools.net/ehandbook/Code/index.htm> and is available in the School's website.
- Disciplinary issues take the form of conflict resolution, talking through issues and natural consequences based on individual student's behavior. Parents will be notified by teachers or by the administration when student behavior warrants this action.
- Each classroom teacher has established a list of rules and appropriate consequences for appropriate student management. These rules are communicated to parents.
- Parents who bring younger siblings to school must maintain close supervision of their children at all times.

### Behavioral Management Procedures

Appropriate behavior and good schoolwork will be rewarded with praise and recognition. (re: The First Days of School by H. Wong)

All students enrolled at the Archimedean Academy are to be assisted and supported in understanding





## Part 2 | CODE OF STUDENT CONDUCT



*The Archimedean Academy's A-B-C's of Appropriate School Behavior:*

1. **A**lways walk in the school building.
2. **B**e quiet in the halls.
3. **C**are for the well-being of others by keeping hands and feet to self.

Each classroom teacher has her/his own rules (no more than 5) in the classroom. Teachers will review these rules the first day, as well as the School rules.

Some of the corrective strategies used to remediate offensive behavior(s) include:

1. Student/Teacher conferences
2. Student/Teacher/Parent conferences
3. Administration/Student/Teacher conference
4. Agenda Sign-Off and/or Daily Progress Report
5. Counseling
6. School Support Team (SST) meetings
7. Finding a "mentor" for the student

**Procedure for Serious Offence(s):** The M-DCPS Code of Student Conduct will be used for all disciplinary actions. This procedure will be carefully reviewed with faculty and staff.

The part-time counselor, assistant principal and/or the principal are available to work with students who may need "intervention" along the way.

### Behavior in Physical Education

Students are expected to pay attention, participate, and behave appropriately in PE like in all their classes. Failure to follow the rules during PE or any special will result in a warning. Specials teachers have been provided a "Notification to Parent" form. Teachers will issue the notifications AT THE TIME THAT a student misbehaves. Parents are expected to return the form signed. Administration receives a copy of the signed form upon receipt. Continual misbehavior by the student will result in a student being suspended from Specials for a pre-determined amount of time, and his or her conduct grade being lowered.

The **Code of Student Conduct Handbook** will guide the administrative consequences for continued inappropriate behavior. These consequences include serving detention and/or outdoor suspension. In accordance with the Code of Student Conduct of Miami-Dade County Public schools, certain misbehaviors such as fighting, bullying, defiance of school personnel, and/or harassment call for an immediate suspension with no prior warnings. The school has a zero-tolerance policy for such behaviors.

This charter school does not contact School Board police. In cases when required, the local police may be contacted.



## Part 2 | CODE OF STUDENT CONDUCT



**Continued disruptive behavior**, which are detrimental to the educational function of the School and/or takes away the learning from other students, will result in a recommendation by the Principal to the Board of Directors to pursue alternative school placement by the Miami Dade County School Board.

### Unacceptable Consequences to Misbehavior

The Archimedean Academy does not condone the following student punishments or consequences:

- Corporal punishment of any kind (hitting, pinching, grabbing, etc.)
- Sending a child to stand or sit outside the classroom.
- Verbal humiliation.
- Total group punishment, unless warranted as a group or class.
- Repeatedly writing words or statements, such as "I will not . . ."

### BULLYING

The state has passed laws requiring schools to take action in bullying prevention and response. Below is the definition of Bullying as well as the Archimedean Bullying Policy, as it correlates to state and district mandates.

#### Definition:

**Bullying** means **systematically and chronically**, inflicting **physical hurt or psychological distress** on one or more students or school employees. It is further defined as a **pattern of unwanted** and repeated written, verbal, or physical behavior, including any threatening, insulting, dehumanizing gesture by an adult or student, that is severe or pervasive enough to create an **intimidating, hostile, or offensive educational environment**; cause discomfort or humiliations; or **unreasonably interfere with the individual's school performance** or participation that includes a noted power differential.

This includes:

- On school grounds
- At school sponsored events
- Through computer networks
- Threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity.

#### Examples of Bullying/Harassment:

- Teasing
- Social exclusion
- Threats



## Part 2 | CODE OF STUDENT CONDUCT



- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of Property
- Cyberstalking and Cyberbullying

### Policy & Procedure:

#### **ARCHIMEDEAN HAS A ZERO TOLERANCE POLICY REGARDING BULLYING.**

Archimedean follows the Miami-Dade County Code of Student Conduct.

Bullying is Level III offense. The following description of Level III offenses and possible consequences are listed below and taken directly from the Code of Student Conduct:

**LEVEL III Behaviors** are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

### **LEVEL III Offensive/Harmful Behaviors**

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying(repeated harassment)\*
- Disruption on campus/Disorderly conduct
- Fighting(serious)
- Harassment (Civil Rights)\*\*
- Hazing(misdemeanor)
- Possession or use of alcohol and/or controlled substances
- Possession of simulated weapons
- Sexual harassment\*\*
- Trespassing
- Vandalism (major)

### **Special Notes**

**All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting**



## Part 2 | CODE OF STUDENT CONDUCT



**(SPAR). Administrators must contact Miami-Dade Schools Police. \***

- **\*\*Bullying infractions do not require a SPAR**
- Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.

### Range of Corrective Strategies:

The principal or designee **must** select at least one of the following strategies from **PLAN III**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of **PLAN IV** for repeated, serious or habitual **Level III** infractions.

### PLAN III

- Parent/guardian contact\*\*\*
- Suspension from school for one to ten days\*\*\*\*
- Permanent removal from class (placement review committee decision required)
- Diversion Center
- Recommendation for alternative educational setting
- Recommendation for expulsion

### Special Notes

\*\*\* Good faith attempt must be made immediately to contact parent/guardian by telephone.

\*\*\*\* Send written notice to parent/guardian within 24 hours via U.S. Mail.

**ANY STUDENT, PARENT AND/OR FACULTY MEMBER WHO OBSERVES OR SUSPECTS BULLYING BEHAVIORS IS REQUIRED TO REPORT HIS/HER OBSERVATIONS TO ADMINISTRATION IMMEDIATELY. ANONYMOUS REPORTS MAY BE MADE VIA THE BULLYING/HARASSMENT REPORTING FORM ACCESSIBLE IN THE MAIN OFFICE.**

## Part 3 | COMMUNICATION



### Parent Responsibilities

- Communication between parent and School is vital to the success of your child(ren) and our students.
- Please notify us immediately of any specific turn of events and/or family crisis which might affect your child(ren) at school.
- Updates and any changes in email address, home address, phone numbers, cell, beepers are critical to the School, and vital in cases of emergency. Please maintain accurate and current contact information with our main office personnel.



## Part 3 | COMMUNICATION



- If there is a problem or concern, please call our school office for an appointment to see a teacher, or administrator, depending on the nature of the concern.
- **Students may carry cell phones in school in their backpacks on silent only.**
- Check, read and sign off on your child's agenda.

### Conferences and Meetings

- Teachers are available to meet with parents in pre-scheduled conferences throughout the school year, as needed. Send a note to the teacher directly, write a note in your child's agenda, email the teacher, or call our main office and leave a message for the teacher to contact you.
- Parent meetings will be held within the school year to inform parents of testing programs specific to their child(ren)'s grade.
- An OPEN HOUSE is held within the opening weeks of the new school year. This is an opportunity for parents to meet teachers, view the classrooms, and learn about our academic program.

### Use of Phones

**Students** are **not** allowed to use the school phone without written permission from the teacher. The teacher will ask the students specifically why they want to make the call. Students should only be permitted to use the phone if there is an emergency. If a student is ill an adult will make the call and speak with the parent directly.

RESOLVED by the Governing Board that the following Policy concerning Cell Phones for all three schools: **ARCHIMEDEAN ACADEMY ; ARCHIMEDEAN MIDDLE CONSERVATORY and ARCHIMEDEAN UPPER CONSERVATORY** are hereby adopted:

**The Policy requires confiscation for one week for first time offenders. Students whose phones have been confiscated to have a guardian or parent representative to pick up the phones from the principal or the designated administrator acting as schools' Principal OR Assistant Principal.**

### Written Communication

Communication is written by the Principal, and posted on the [www.archimedean.org](http://www.archimedean.org) website. Please read and review the notices contained on our internet web site to keep aware of the School's current news.

Weekly updates are sent home via email by the Principal on Sunday evening.

Each nine-week period, a report card is sent home. Interim Progress Reports monitor student's progress and are sent home approximately four weeks prior to the end of each nine week grading period.

- a) Please sign and return the Progress Report to the homeroom teacher.
- b) Note if a conference has been requested and contact the appropriate teacher(s) no later than a day after receiving the notice.



## Part 3 | COMMUNICATION



- Every student is expected to purchase a **Student Agenda (grades 2-5)** and a **Communications Folder**. These are available for sale in the school's Main Office or the Bookstore at a cost of \$6.00 for the agenda, and \$3.00 for the folder. **The Student Agenda** is a useful tool in maintaining communication with all your child's teachers and keeping informed as to important assignments and/or exams. Although it is the responsibility of every student to write their own assignments in their agendas, teachers do reinforce this habit and often write notes to parents themselves. It is important that parents check, read, and SIGN OFF on the agenda on a DAILY BASIS and assist the school in reinforcing this important organizational skill.
- The Archimedean Website [www.archimedean.org](http://www.archimedean.org) has archives of all Messengers sent out throughout the year. Furthermore, it contains the homework uploaded by teachers for student access on a daily basis.
- Our Parent-Teacher Organization (PTO) communicates to parents through its monthly newsletter. This newsletter is sent home with the students.

### Chain of Command

Our students have the best chance of success when schools and parents work together as a supportive team. We recognized that you are your child's strongest advocate. When there's a problem at school, we will work with you -- and if you're not satisfied with the outcome, you have options.

### Conflict Resolution Protocol

If you have a concern about a staff member or decision impacting your child, start with the staff member and/or teacher. Next, go to the supervisor closest to the situation. For example, if you have a concern about a teacher that you haven't been able to solve through a parent-teacher conference, talk to the principal. If the principal does not respond to your satisfaction, you may contact the school's conflict resolution representative indicated below:

**Name:** Dr. George Kafkoulis

**Contact Information:** (305) 279-6572 - Claudia Orellanos for appointments

**Email:** [george.kafkoulis@archimedean.org](mailto:george.kafkoulis@archimedean.org)

### 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





## Part 3 | COMMUNICATION



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

### Other

- Check our website frequently for updated news: [archimedean.org](http://archimedean.org)
- A bulletin board located in the foyer of the main office entrance provides up-to-the minute notices of events happening in our School.

## Part 4 | HEALTH, SAFETY, AND NUTRITION



### Illness

In order for the School to maintain a healthy environment, we need your cooperation. We are aware that it is difficult for parents who are working outside of the home to make arrangements for the care of a sick child. We recommend that you plan in advance for alternate care should your child become ill at school, or unable to attend school due to illness.

- Please do not send your sick child to school. Runny nose, congestion, coughing, sneezing, etc. can be most contagious at the onset of an illness. It is to everyone's benefit, especially to your child, that he/she be kept at home.
- If your child has been vomiting, or has had a fever or diarrhea during the evening, s/he needs to remain home a minimum of a day, symptom free, before returning to school.
- If your child has a communicable condition or illness, e.g., strep throat, chicken pox, conjunctivitis, lice, ring worm, etc., a doctor's note is required in order for your child to be readmitted to school. **Please be sure to call us immediately when your child contracts such illness or condition, as other parents in the School must also be advised.**



## Part 4 | HEALTH, SAFETY, AND NUTRITION



- The school has a nurse, and a clinic area to accommodate ill children for a short period of time. If during the course of the day, it is determined that your child is not well enough to stay in school, your child will be sent to the nurse, and the parent will be contacted for pick up. Your child will be more comfortable resting at home.
- When a parent cannot be reached, the first person listed as the emergency contact person will be called to pick up your child.

### Medication

- If your child is taking a prescribed medication, the office must be notified with a doctor's note. The School must be made aware of any side effects (drowsiness, hyperactivity, diarrhea, etc.) that may impede your child's activity at school.
- Students with asthma, diabetes and hypersensitivity to bee stings/insect bites require special procedures. They often require life saving medications or procedures that can be taught to the student so that they can become self-sufficient. Because these chronic disorders affect the student for his/her lifetime, it is in the student's best interest to become self-sufficient in managing their medication and/or health procedure as soon as possible.
- If your child requires (prescribed) medication or over-the counter items during the school day, the following procedures must be followed:
  - a. The parent must come to the office and have the Authorization for Medication form completed by a physician.
  - b. The medication will be kept under lock and key in the main office.
  - c. A log is kept for each student taking medication.
  - d. The Authorization for Medication form will remain in a folder with the log until such time that the student is no longer taking medication.
- Your child is NOT allowed to keep medication of any kind (prescribed or over-the-counter) in his/her backpack.
- All medication is locked in a cabinet in the main office.
- Teachers are NOT allowed to administer medication to your child, nor are children allowed to self-administer medication without adult supervision. Only trained, specified office personnel are allowed to administer medication to the child(ren). If you plan to administer medication to your child at school, please pre-arrange the time of your visit with the office or your child's homeroom teacher.

### Pediculosis (Head Lice)

Occasionally, a student is found to have head lice. Head lice are treatable and action must be taken immediately to contain the spread to other students. Parent cooperation is vital should a student be suspected of lice in his/her hair.





## Part 4 | HEALTH, SAFETY, AND NUTRITION



- Students must be sent home if lice are suspected in hair.
- Students MAY NOT return to school until treatment has been administered and all nits have been removed from the hair.
- Upon returning to the school, the student proceeds to the office and will be checked to determine if any nits are still present before admission to class.

### Safety - School Security

- Parents and visitors to the School must report to the reception desk to sign in and wear a Visitor's Badge while on the School grounds. We respectfully request that all parents exit the school after 8:00 a.m.
- School personnel have been directed by the administration to immediately stop and redirect to the main office any person (known or unknown to the School) not wearing the Visitor's Badge.

### Safety—Accident/Injuries

- An Incident/Accident report is completed if any student is injured during the school day. Parents are informed if an accident report is completed. These reports remain in the School's file for a period of one year.
- In the event of a serious accident or injury, the office will be contacted immediately, while the staff member remains with your child. The School will contact the parent immediately. An assessment will be made to determine if 911 Emergency Medical Assistance should be contacted.
- A student requiring immediate transport to a hospital will be accompanied by a faculty or staff member who will remain with the student until the parent arrives.

### Child Abuse and Neglect

- In accordance with the Florida State Law, all faculty and staff members are legally obligated to report suspected cases of suspected child abuse and neglect.
- Archimedean teachers are informed on how to identify signs of abuse and neglect. This is taken seriously and the law will be adhered to in all cases.

### Safety Drills

- Regular fire drills are scheduled to practice a safe and orderly manner of evacuation of the school building.
- Required "Lock-down drills" are scheduled during the year per M-DCPS.
- All persons in the building at the time of the drills will follow the School procedures for safe evacuation



## Part 4 | HEALTH, SAFETY, AND NUTRITION



### Nutrition—School Lunch

Archimedean Academy offers healthy breakfast and lunch prepared daily in the cafeteria. Our in-house-chef uses quality ingredients to prepare a variety of balanced meals. Each meal consists of protein, grains, vegetables, fruit and dairy products. We take pride in serving quality, healthy meals to our students. Additional information will be provided during the first weeks of school or can be retrieved from the schools' website: [archimedean.org](http://archimedean.org). Go to SCHOOL OPERATIONS, then click on Lunch program.

- In the first week of school, information will go out to the students including an application for "Free and/or Reduced Price Lunch." Should you not receive this application within the first week, you may stop by the office to pick up an application. Parents must apply for this benefit yearly. Notification of qualification will be sent home as soon as possible.
- Once you select to use the School's meal services, statements showing balances will be sent via e-mail on the first of every month. Keeping your email updated in your school records is mandatory.
- All payments must be processed through the Archimedean Cashier located by the reception. To facilitate parents, the cashier's office will be open from 9:00 a.m. to 5:00 p.m.
- Suggested guidelines for packing a nutritious lunch include one of the following items from each group:
  - a. Meat, poultry, fish, cheese, egg
  - b. Whole grain or enriched bread or crackers, biscuits, rolls or muffins.
  - c. Vegetables and/or fruits; dark green or yellow vegetables (beans, greens, carrots, celery, fresh fruit)
- Food will not be refrigerated or microwaved. Please send food in a thermos or use cool packs.
- Please send a plastic fork or spoon with your child's lunch. **No knives are allowed in school. Knives are considered weapons, will be confiscated, and you will be notified that your child may receive a suspension from school.**
- NO SODAS ARE ALLOWED FOR LUNCH.
- Teacher Assistants supervising students in the cafeteria will assist by opening cans with pull-tabs, and will provide napkins, straws, and plastic wear, if forgotten in the lunch container.
- Please discuss good cafeteria manners with your child. Students should expect to eat in an atmosphere that is pleasant and conducive to good habits.
- Forgotten lunches will not be delivered to classrooms. They may be placed on the table in the foyer, and the teacher will allow those students who have forgotten their lunch to check the table prior to lunch.

### Allergies

- If your child is allergic to any particular food, must bring to the office or homeroom teacher a doctor's note clearly stating the allergy.
- Allergies must also be noted on the Student Emergency Contact Card.



## Part 4 | HEALTH, SAFETY, AND NUTRITION



### Snacks

- Time is set aside for your child(ren) to have a daily snack.
- Please limit your child's snack to the following items: a piece of fruit; snack vegetables (carrots, celery, etc., dried fruit, cereal, raisins, crackers and cheese).
- **Please do not send candy, chips, fruit rolls or sweets of any kind.**
- **CHEWING GUM IS NOT ALLOWED IN THIS SCHOOL BUILDING.**

## Part 5 | SCHOOL PROCEDURES



### School Visitations

- Parents are welcomed at Archimedean Academy, but not at the expense of interrupting classroom instruction.
- All parent volunteers and/or visitors to the School will sign the Visitor's Log in the main office to receive a Visitor's Badge.
- Parents and visitors are expected to observe the fire regulations, respect the morning exercises, and to conduct themselves in a manner which will not interfere with the School's instructional program.

### Birthday Celebrations

**Birthday celebration, distribution of cupcakes/goodie bags and/or cutting of cake is NOT PERMITTED in school.**

The PTO will distribute "goody bags" and/or balloons (for a nominal charge) upon request.

Invitations for parties may only be handed out during school hours if all students in the class will be invited.

Otherwise, the invitations should be mailed.

### Grades and Grading

Grades are substantiated by informal and formal assessments. All grades are available through the Parent View via the Miami-Dade County Public Schools website: [www.dadeschools.net](http://www.dadeschools.net). A login username and password are needed in order to access student grades.

Teachers give two grades per week, per subject and have approximately one week turnover time for the input of grades.

Grade Kindergarten
E - Excellent
G - Good
S - Satisfactory
AC - Area of Concern

Grades 1 – 5
90 - 100 A
80 - 89 B
70 - 79 C
60 - 69 D
59 - F



## Part 5 | SCHOOL PROCEDURES



### School-Wide Grade Weights

<b>A= 3.50 and above</b>
<b>B = 2.50 – 3.49</b>
<b>C = 1.50 – 2.49</b>
<b>D = 1.00 – 1.49</b>

<b>Tests</b>	<b>40%</b>
<b>Quizzes/Projects</b>	<b>35%</b>
<b>Classwork</b>	<b>18%</b>
<b>Homework</b>	<b>7%</b>

A conduct and effort grade will accompany every final grade each quarter for each subject. The conduct grade is reflective of a student's average behavior throughout the course of the quarter. This is reflected in comments in agenda, visits to the office, classroom interventions, etc.

An effort grade should coincide or correspond to a student's participation in class, completion of homework/classwork, completion of extra credit and/or bonus assignments, and/or participation in interventions.

#### Homework

Homework develops study habits in children early in their academic lives and allows students an opportunity to share their learning with parents.

- Parents can help their child(ren) in many ways:
  - a) Show an interest in your child's work.
  - b) Provide a place and time for quiet study.
  - c) Assist in practicing with spelling words and number combinations.
  - d) Encourage home reading and listen to your child read.
  - e) Read to your child!
  - f) Review the homework for neatness and completeness.
  - g) Refrain from doing the work for your child.
  - h) Discuss problems related to home study with your child's teacher.
- Homework is posted on our school's website. It may be printed from home or completed on a separate loose-leaf sheet of paper. Students are responsible for completing homework on a daily basis. Should a student have a problem downloading the homework, he/she must:
  1. Have a written note or comment in the agenda from parents notifying the school of the concern.
  2. Report to school early enough the following morning to attain a copy of the homework from administration and/or school personnel. He or she MAY be provided the opportunity to turn in the assignment the following day or to complete the assignment during Lunch, Recess, and/or Specials.



## Part 5 | SCHOOL PROCEDURES



- It is expected that your child understand how to complete the homework assignment. Should you find that your child consistently does not know or understand the homework assignment(s), please contact the teacher(s) immediately via email, phone call or a note in the agenda.
- If your child continuously takes an excessive amount of time to complete the homework being assigned, please contact the teacher(s) immediately.
- Homework is checked by the teacher for submission and completion.
- Homework is not assigned a daily grade.
- Monitoring the completion supported by comments of encouragement is acceptable.
- Homework time varies with each teacher and grade level.
- Parents are requested to read aloud a book to their child(ren) for at least 15 – 20 minutes each day.
- In the event a student is absent, the parent must contact the teacher to make arrangements for make-up work and homework assignments.
- Homework is the responsibility of the student to complete and turn in—not the parent. Guide your child(ren) to begin, and then allow him/her to complete assignments independently. Forgotten homework will not be delivered to classrooms. It should be turned in the following instructional day.
- Plagiarism, and/or work not completed by the student are taken very seriously, and will result in a conference with the teacher and/or the administration.
- Continual failure to complete assignments could result in behavioral consequences such as detentions and/or suspensions, as recommended in the Miami-Dade County Public School's Code of Student Conduct.

## Part 6. ACC | BEFORE AND AFTER SCHOOL PROGRAMS



For information on the Before and After School Programs and to view the ACC Parent Handbook, please visit the school's website: [archimedean.org](http://archimedean.org)

Go to SCHOOL OPERATIONS, then click on ACC.

### Controlled Open Enrollment for extracurricular activities

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



## Part 7 | PARENT RESPONSIBILITIES



### School Uniform

- Your child is required to wear a laundered, clean school uniform daily. The uniform consists of:
  - a) navy or kaki slacks, shorts, skorts, skirts, or jumpers
  - b) white or navy polo embroidered shirts with the Archimedean logo
  - c) identification badge on lanyard which must be visible at all times, each and every day
- No metal cleats on shoes, no clogs, or other shoes without back straps. No sandals or open-toed shoes are allowed. Athletic shoes with socks are permitted.
- No blue jeans are permitted except on Fridays in the context of the school's fundraiser.
- Cold weather sweaters, jackets, and sweat pant sets are available from Dedalos, Inc., our uniform company. Solid navy blue pant sets, with no stripes, designs, etc., are allowed.
- Shirts are worn tucked in. An orderly appearance is expected.
- Accessories: No hats allowed indoors except for religious purposes. Jewelry, although permitted, should be kept to a minimum. Any accessories (e.g., dangling earrings, bracelets) which may divert attention away from the learning environment will not be allowed.
- For student safety, students MUST have on SNEAKERS in order to participate in PE. The specials schedule is sent out ahead of time in order for students to plan accordingly.
- Continual failure to comply with the school's uniform policy could result in behavioral consequences such as detention, as referenced in the Miami-Dade County Code of Student Conduct.
- I.D. Badges: All students of the Academy have ID badges. The ID badge is part of the school uniform and must be worn at all times. Students will not be allowed to participate in Academy sponsored events; this includes lunch program, field trips, unless they are wearing the badge. If the badge is lost or stolen, students must be sent to the Main Office where a \$5.00 replacement fee will be assessed. A fee of \$2.00 will be billed to parents for any temporary ID that is printed, as well. If a student is not wearing the ID badge the following consequences will be given:

### Dress Code Violations:

- 1st time – phone call to secure badge and/or inform parent of violation
- 2nd time – detention
- 3rd time – meeting with administration
- 4th time – drop in conduct grade





## Part 7 | PARENT RESPONSIBILITIES



### Lost and Found

Please label your child's belongings! We do not have the storage area to maintain all the items in Lost and Found. The Lost and Found items are displayed every other Friday in the Courtyard. Our Lost and Found items will be donated to an organization every nine weeks.

### Money and other Valuables

- Children should not bring unnecessary money to school. Children's personal materials are not covered by school insurance.
- Please be sure to check for your child's belongings before you leave school each day. This will dramatically reduce the number of Lost and Found items left in the building for months!

### Parent Involvement

Research has shown that children do best when their parent(s) are involved in their education. The parent-home connection is important to the School. Archimedean parents are expected to make a commitment to their child's learning at the School by doing the following:

- Read to their child(ren) for a minimum of 20 minutes daily;
- Participate in school functions and activities which benefit their child(ren);
- Participate in PTO; (PTO membership required for all homeroom parents)
- Support the teachers and the School in working with your child(ren);
- Meet the 30 hour volunteer obligation, per parent contract.

### Volunteer Program

- Parents are required to volunteer 30 hours per school year per family. All hours must be completed within the given school year.
- The policy for the Volunteer Program is established by Archimedean Academy Board of Directors.
- Parents are not permitted to volunteer in their child's classroom or grade level except on special occasions.
- Volunteers inside the classrooms will be limited to those parents who attend the Volunteer Orientation and Training. Volunteers are not permitted to be left alone with students.

### 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:



## Part 7 | PARENT RESPONSIBILITIES



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 by the family for the purpose of the field trip.

### 2. Cancellation due to family decision.

- d) 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.

**Collection of balance due for services provided by the school to be settled by the families prior to graduation of 5th grade and 8th grade students, same that applies/established for 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.*





## Part 7 | PARENT RESPONSIBILITIES



A check list prepared by the school Principal should include the following:

**Academically Cleared SY 2019-2020:**

\_\_\_\_\_  
(To be prepared and Signed by the Principal for Graduation)

**Financial Obligations Met:**

- After School Dues Paid Off for all Family Members
- Lunch Dues Paid Off for all Family Members
- Library all Books Returned and Late Fees Paid Off for all Family Members
- Extracurricular & Athletic Fees Paid Off for all Family Members

\_\_\_\_\_(Signed by the Cashier)

**Textbooks Accounted For & Returned and or dues paid Off**

- Classroom Books Returned and or dues Paid Off.
- Field trip balances Paid Off

\_\_\_\_\_(Signed School Secretary)

**All Required Athletic Equipment & Uniforms Returned :**

\_\_\_\_\_(Signed by Athletic Director)

**P.T.S.O. Dues Met:**

- \_\_\_\_\_
- Graduation Fees Paid
  - Chocolate Money Paid
  - Other Dues to PTO Paid

\_\_\_\_\_(Signed by School Secretary or PTO President)

**Cap, Gown, & Invitation Received:**

\_\_\_\_\_(Signed by Student)



## FREQUENTLY ASKED QUESTIONS



### **Is a charter school a public school?**

Yes. A charter school is a publicly funded school managed by a private organization. The Archimedean Academy opens its doors to all students. As a charter school, we are publicly funded, and therefore, a public school. The corporate status of Archimedean Academy is that of a "not for profit" organization and a tax-exempt organization.

### **Are the Archimedean Academy teachers certified?**

As a Miami-Dade County Public School sponsored charter school, Archimedean Academy teachers are cleared and held accountable by the State of Florida and the Schools of Choice District office regarding certification to teach.

### **What makes the Archimedean Academy different from other charter schools or traditional public schools?**

There are four main core concepts that make our school uniquely different from a conventional public school:

- Small class size with a teacher and teacher assistant in the classroom;
- Participation in a Greek Immersion Program for language and mathematics;
- A parental obligation contract whereby a parent agrees to volunteer at least 30 hours during the school year;
- An innovative use of technology, which extends school learning to home.

### **What can I do to volunteer for my hours?**

Each family at Archimedean Academy is required to complete 30 volunteer hours each school year. Opportunities to volunteer are posted on the front bulletin board by the main office, and are written in the bi-weekly Messenger.

### **Where can I find more information about the Before and After School Care Program?**

The Archimedean Community Center (ACC) is open to Archimedean students and information regarding all programs may be found on our website: [archimedean.org](http://archimedean.org).



# ARCHIMEDEAN SCHOOLS



Making History Every Day

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