



AMC

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2020-2021

PARENT & STUDENT HANDBOOK

Afshin Mirhaj, Principal

2020-2021

## ARCHIMEDEAN SCHOOLS

### 2020-2021 SCHOOL CALENDAR

JULY 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	31	

AUGUST 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	31					

SEPTEMBER 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			

OCTOBER 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	31

NOVEMBER 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					

DECEMBER 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	31		

JANUARY 2021						
SU	M	TU	W	TH	F	S
						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						

FEBRUARY 2021						
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						

MARCH 2021						
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			

APRIL 2021						
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 2021						
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					

JUNE 2021						
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 (District wide PD day)
Teacher Planning Day
Beg/End Of Grading Period
Recess Day
Legal Holiday

Days in Grading Period: • 1-42 | • 2-49 | • 3-43 | • 4-46



# PARENT & STUDENT HANDBOOK 2020-2021

## SCHOOL CALENDAR 2020-2021



<b>August 17</b>	All Teachers report to school
<b>August 20</b>	Teacher Planning Day; District-wide PD day -not available to opt; no students in school
<b>August 31</b>	First Day of School; begin first semester
<b>September 7</b>	Labor Day; holiday for students and employees
<b>September 28</b>	Teacher Planning Day; no students in school
<b>October 22</b>	End of first grading period; first semester
<b>October 23</b>	Teacher Planning Day; District-wide PD day -not available to opt; no students in school
<b>October 26</b>	Begin second grading period; first semester
<b>November 3</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 26</b>	Thanksgiving holiday for students and employees
<b>November 27</b>	Recess Day
<b>December 21 – January 1, 2021</b>	Winter Recess
<b>January 18</b>	Observance of Martin Luther King, Jr.'s Birthday; holiday for students and employees
<b>January 21</b>	End first semester and second grading period
<b>January 22</b>	Teacher Planning Day; no students in school
<b>January 25</b>	Begin third grading period; second semester
<b>February 15</b>	All Presidents Day; holiday for students and employees
<b>March 8-12</b>	Spring Recess
<b>April 1</b>	End third grading period
<b>April 2</b>	Teacher Planning Day; no students in school
<b>April 5</b>	Begin fourth grading period; Second semester
<b>April 30</b>	Teacher Planning Day; no students in school
<b>May 31</b>	Observance of Memorial Day; holiday for students and employees
<b>June 9</b>	Last Day of School; end fourth grading period; second semester
<b>June 10</b>	Teacher Planning Day; no students in school



# PARENT & STUDENT HANDBOOK 2020-2021

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## BOARD OF DIRECTORS

<b>Dr. George Kafkoulis</b>	President & Chairman of the Board, Co-Founder   786-210-2964
<b>Mr. Aleco Haralambides, Esq.</b>	Vice-President & Founding Board Member   305-776-5055
<b>Mr. Jeffrey Taraboulos</b>	Board Member, Board Treasurer   305-216-5228
<b>Mr. Platon Alexandrakis</b>	Secretary, Board Member   305-586-0931
<b>Mr. Frank Berrizbeitia</b>	Board Member, Board Secretary   305-216-5228
<b>Dr. Konstantinos Boukas</b>	Board Member   305-458-9033
<b>Ms Catherine Hernandez</b>	Board Member   305-310-3857
<b>Mr. Chris Alexander Korfiatis</b>	Board Member   786-422-4408
<b>Dr. Andres Tremante Morakis</b>	Board Member   305-348-0149
<b>Mr. Nicolas Monocandilos</b>	Board Member   786-953-3711





## SCHOOL AND BUILDING ORGANIZATION

**Dr. George Kafkoulis**

Acting Superintendent Archimedean Schools

**Mr. Afshin Mirhaj**

Archimedean Middle Conservatory Principal

**Mr. Nicholas Roussi**

IT Manager/Plant Manager

**Monica Rodriguez**

SPED Chairperson

**Ms. Manuela Rodriguez**

School Counselor

**Mr. Aleco Haralambides**

Conflict Resolution Designee

aleco@ajhfir.com  
305-776-5055



## AMC FACULTY

Chacko, George	✉	Grade 8 Geometry
Chin, Warren	✉	Physical Education
Colon, Betty	✉	Grade 6 Mathematics
Constantinidou, Rhodia	✉	Grade 7 Algebra Honors
Cumbermack, Naida	✉	Grade 8 English
Estrada, Marinela	✉	Computer
Hendrickson, Thomas	✉	Grade 8 World History
Loudor, Stephanie	✉	Grade 7 Science
Lynch, Katie	✉	Grade 7 English
Mertzanis, Pantelis	✉	Grade 7 Greek Mathematics
Mitsou, Georgios	✉	Grade 8 Greek Mathematics
Montz, Danielle	✉	Grade 7 Philosophy
Pournara, Anthoula	✉	Grade 6 Greek Mathematics
Rodriguez, Manuela	✉	Trust Counselor
Rodriguez, Monica	✉	ESE Specialist
Rosales, Anaïs	✉	Grade 6 English Language Arts
Roussis, Charisse	✉	Grade 6 US History
Shahin, Sarkis	✉	Grade 8 Science
Solis, Jonathan	✉	Grade 6 Philosophy
Stergiou, Antonios	✉	Grade 7 Greek Language
Sykopoulos, Avgoustinos	✉	Grade 8 Greek Language
Winkle, Cassandra	✉	Grade 6 Science
Wrvs, Cecile	✉	Music
Zakharia, Toufic	✉	Grade 7 Civics
Zentelis, Aristeides	✉	Grade 6 Greek Language



## 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;
- The art of mathematical thinking as the lifeline and the catalyst 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**, AMC Principal

**Dr. George Kafkoulis**, President and Chairman of the Archimedean Schools Board

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

Archimedes





## Welcome to AMC 2020-21 Academic Year!

On behalf of the Board, Staff, and Faculty of Archimedean Middle Conservatory, I welcome you to the 2020-21 academic year. Your child is member of two time Blue Ribbon Award winning school and one of the best middle schools in the country.

The challenges that were posed by the COVID-19 pandemic last Spring continue to stay with us as we begin a new academic year. Nevertheless, we strive in providing our students an academic program that is second to none. As a top tier school in the country we are prepared for all challenges. We will never waiver in our commitment towards our students.

For the 2020-21 academic year, we have made changes to our school structure and program that we feel will benefit our students.

In this handbook I will outline the changes that were made as well as review the policies and rules of the school. I personally look forward to working together to navigate through this academic year successfully.

Welcome to the 2020-21 academic year!

Afshin Mirhaj,  
AMC Principal



# OUR PHILOSOPHY



## NOTICE OF NON-DISCRIMINATORY POLICY

Archimedean Schools do not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its hiring or employment practices and administration of its educational policies, admissions policies, scholarship programs, athletic and other school-administered programs and activities generally accorded or made available to students at the schools. Archimedean Academy Inc. is an equal opportunity employer and education provider.

### General Archimedean Board Policies and Procedures Guidelines

The Policies and Procedures to be followed by the Archimedean Schools are regulated by the Charter agreements of each school with M-DCPS and the decisions of the Archimedean Governing Board. However, in order to be more efficient and in order to facilitate the operation of the schools we shall delegate the Administrators, Directors and Managers of each school function, to create policies and procedures according to the following guidelines.

1. The Schools as a principal follow the policies and procedures set by Miami Dade Public Schools Governing Body. If there is no Archimedean school Policy or Procedure the Schools shall follow the M-DCPS Policies and Procedures.
2. The Governing Board of Archimedean Schools may set own Policies and Procedures.
3. Archimedean Schools may set their own Policies and Procedures as a group of schools or as individual Schools.
4. Administrators, Directors and Managers of each school function, may create policies and procedures. These Policies and Procedures shall always be communicated to the President of Archimedean Academy Inc. and Chairman of the Board of the Archimedean Schools.
5. Whenever a Policy or Procedure is to affect all Archimedean Schools an administrative meeting may be necessary. During these meetings at the presence of the President of the Schools and Chairman of the Board, administrators should exchange information on relevant issues for consideration. In such meetings requests for revision, additions to or deletions from a policy or a policy change may be made by any Administrator, Director or Manager.
6. All Policies and Procedures, once adopted shall be communicated to all employees, incorporated to employee and or student handbooks and copies should be kept in binders accessible to all.
7. Policies and procedures shall not discriminate on the basis of race, religion, sex, age, national origin, parenthood, marital status or changes in marital status, or handicap in educational or employment programs, policies or school laws of the State of Florida and must ensure compliance with local, State and Federal laws, standards and regulations.
8. Policies and Procedures shall not conflict with the mission and vision of the Archimedean schools.
9. Conflicts about policies and procedures shall be resolved by the President and Chairman of the Board of Archimedean Schools, who may decide to bring the issue to the Governing Board for resolution.





## STUDENT ATTENDANCE

Please note: **all students enrolled in Archimedean Middle Conservatory (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 **8:30 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 8:30 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 will 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 with 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 he or she 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. Students will receive a zero for all work that is missed. 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).

Unexcused absences shall not be grounds for suspension from school. 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 or she has three (3) school days after his or her return to make up work). Work missed during 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.

**Students enrolled at AMC 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.





## Parents are responsible for:

- A. Student's 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 their child has requested and completes make-up assignments for all excused absences/tardiness 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.

## Tardy

Not in class by 8:30 a.m. After school begins, students are required to report to the AMC Office 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 Friday at 2:55 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 regular school days, NO student will be dismissed between **3:30 and 4:00 p.m.** – On **Fridays**, NO student will be dismissed between **2:25 and 2:55 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

### Archimedean Community Center (ACC)

Information on before/after-school programs is available online. Please contact the ACC director for more information. ACC programs, which include athletic and academic programs, are run directly by the ACC Director.

### 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. He or she works with students who are in the 'gifted program' as well as students who require educational accommodation(s).

### AMC Trust Counselor

The primary goal for the Archimedean Schools Trust Counselor is to support the success of all students by providing an academically, personally, socially, and emotionally safe climate. The AMC Trust Counselor will meet with students who are struggling academically and or have behavior issues. He or she will work with the Principal to ensure that the student's academic and or behavior issues are rectified. The Trust Counselor will notify parents prior to working with the student. Students may request to meet with the Trust Counselor by informing the AMC Office Assistant.

### 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 M-DCPS 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.



## 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. The Principal will invite parents to join the school's EESAC committee.

## Emergency Contact Card:

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. It is the Parent's responsibility to ensure that the Card is kept updated.

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.

## 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 who 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. *In order for students being promoted from 8th grade to participate in all end of the year 'promotion ceremony' activities, their grades must be in good academic standing on track for graduation and have no outstanding balance with the school.*

## Field trips/Activities

Students at AMC may be taken to one or more field trips during the school year. All students must “qualify” for participation in field trips and/or school activities. The final approval is based on teacher recommendation. All school rules apply during school sponsored field trips and students will face disciplinary action for any infractions while on the trip.

Grade Point Average (GPA)	
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 (All Subjects)	
Homework	10%
Class Work	20%
Quizzes / Projects	30%
Tests	40%

## 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 badge while in the building.

## 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 B's 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. 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

## Homework

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 hours of work at home daily (30 minutes per subject). 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 students do not carry out their school responsibilities, consequences will take place as stated below.

One class period late; The maximum grade will be lowered by a letter grade.

Two or more periods late: Student will be given a zero (as a grade for that assignment).

Continuously missing homework assignments will result in a referral to administration. In addition, students will be asked to join in a faculty, parent, and administration conference in order for all parties to better evaluate the student's academic progress.

Homework is posted [on our school's Archie](#). It may be printed from home or completed on a separate loose-leaf sheet of paper. Students are responsible for completing homework daily.

*Teachers at AMC will follow a set schedule for assigning homework and tests/quizzes to ensure that students are given reasonable amount of homework each evening. The schedule is available to parents at the AMC Office.*

## 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 lock-down" to protect students, staff and visitors.

If there is an immediate threat to the school, a "code red" lock-down 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 lock-down 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. Visitors will not be allowed into the school building during any drills.

## Intensive Reading

Students who score '1' or '2' on their ELA FSA Exam are placed in Intensive Reading. The purpose of this course is to provide instruction that enables students to accelerate the development of reading and writing skills and to strengthen those skills so they are able to successfully read and write middle grade level text independently. Intensive Reading is scheduled concurrently with Music and Computer. As a result, students enrolled in Intensive Reading will not have Music and Computer.







## Progress Reports / Report Cards

Interim progress reports will be printed and issued half-way through each nine-week period. Reports cards will be issued at the end of each grading period (9 weeks) and are available for viewing on the Miami Dade Charter Schools Parent Portal.

## School Drills

The Archimedean Schools will hold regular drills as per guidelines from the Miami Dade Charter Public Schools. These drills include fire drills, campus evacuation drills, bomb threat drills, and code red drills. Students are to file out in an orderly way, following the directions given by their teachers and guidelines posted in each classroom. Students should walk quickly, but not run, to their assigned area. They must remain until the signal for going back into the building is given by the Principal. 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 firefighting equipment will lead to suspension from school. Law enforcement agencies may also be notified.

## School Operation During Incline Weather

Please keep in mind that AMC follows the Miami Dade-County public schools' rules and decisions regarding school operation during incline weather

School Timetable Grade 6-8 ( 2020-21)	
Attendance	8:30 - 8:34
Period 1	8:34 - 9:30
Period 2	9:34 - 10:30
Period 4	10:34 - 11:30
Lunch	11:30 - 11:59
Period 4	11:59 - 12:55
Period 5	12:59 - 1:55
Period 6	1:59 - 2:55
Recess	2:55 - 3:04
Period 7	3:04 - 4:00





## Study Habits

Archimedean Middle Conservatory provides students with a rigorous academic program. The expectations are 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.
- Courses Offered Per Grade Level/ End of the Year Exams

Grade 6 Subjects	
English (Reading & Writing)	FSA Exam
American Math	FSA Exam
Science	
US History	
Greek Language	
Greek Math	
Philosophy	
Physical Education	
Music	
Computer	

Grade 7 Subjects	
English (Reading & Writing)	FSA Exam
Algebra I	EOC Exam
Science	
Civics	EOC Exam
Greek Language	
Greek Math	
Philosophy	
Physical Education	
Music	
Computer	

Grade 8 Subjects	
English (Reading & Writing)	FSA Exam
Geometry	EOC Exam
Science	State Exam
World History	
Greek Language	
Greek Math	
Philosophy	
Physical Education	
Music	
Computer	



*Students who score under "3" in the Reading & Writing FSA Exam will be placed in Intensive Reading. Intensive Reading will be held during Music and Computer lessons.*



### Telephone Use

1. Student use of cell phones is NOT permitted during school hours under any circumstances.
2. Use of the school phone by students must be approved by the Principal 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 children before leaving for school in the morning. If an item must be delivered to students, please leave it with the office personnel.



## STUDENT BEHAVIOR

**All AMC students are M-DCPS 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.** School rules apply while on school premises, school buses, or any other school property during school organized activities off or AMC school ground.

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, student 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 the responsibility of each student to conduct himself or herself 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 school rules. Students whose behavior disrupts the learning environment will face disciplinary action.

### Consequences for Behavior issues

- 1st - Verbal Warning
- 2nd - Loss of privilege (i.e. no break, field trip)
- 3rd - Parent Contact/ referral note
- 4th- Administrative referral (Meeting with the Principal)
- 5th- Suspension (In-School or Out-of-School)



All student suspensions are recorded on SCAM Form in the Miami Dade Charter Public School system.

### 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.



# PARENT & STUDENT HANDBOOK 2020-2021

## 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 the school administration.
- 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 Trust Counselor or ESE Specialist.

## 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 may be taken outside of the cafeteria for any reason, except with staff permission.

## Code of Student Conduct

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

- In-school detention
  - Out-of-school suspension (Will be noted on Student's Permanent Record)
  - In-school suspension (Will be noted on Student's Permanent Record)
  - Compensatory payment for damages
  - Loss of grade 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 face disciplinary action 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. 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.

## Dress Code

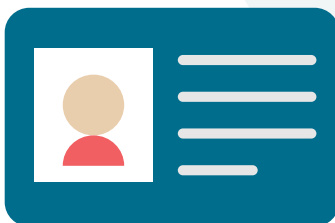
Dress Code Students **MUST** wear the designated school uniform at all times. At certain times of the year and for various activities, the Principal may allow students to wear non school clothing.

Uniforms must be worn properly, proper length of skirts for girls, etc. Anything that distracts from the learning environment is viewed as inappropriate. Starting with the 2020-21 academic year, on PE days, students must wear the AMC Athletic uniform. Students who do not wear the PE uniform will not be allowed to take part in class and will receive a zero for any activities assigned by the PE Teacher.

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

## Identification Cards

All students **MUST** wear their ID Cards to school. ID Cards are property of the school and in the event that they are damaged students will be required to purchase a new ID Card. Students may use their ID Cards to purchase food during lunch time in the cafeteria. Temporary ID Cards are printed for daily use at a surcharge.



Be on time and prepared with your device charged. Close all materials and tabs of other classes. Make sure all technology works 5-10 minutes before your class. Any scholars who are late to the class will need to wait to be admitted.

## BE ON TIME



Mute yourself right away when you enter the class to eliminate background noise. Do not interrupt your teacher and respect your class.

## MUTE YOURSELF

Consider your surroundings and attire. Find a good place in your home with few distractions and make sure you are wearing something appropriate for school.

## PRESENTATION



Use headphones if you have them! If your headphones or earbuds have a microphone, even better!

## HEADPHONES



Thumbs up = yes



Raise Hand = Question about the lesson



Clapping = I understand

## SIGNALS

USE HAND SIGNALS TO COMMUNICATE



## ONLINE DISTANCE LEARNING ETIQUETTE



## DISTANCE LEARNING- Instructional Continuity Plan

Distance online learning provides additional guidance and support for an extended period of school closure due to a local, state, or national emergency. In this update, we attempt to clarify the roles of students, teachers, and families relative to distance learning, as well as the different options teachers have for content delivery. Currently, AMC uses Zoom to conduct online instruction.

### Attire

Students must wear their school uniform to attend virtual classes.



### Attendance Policy

Student attendance is taken at 8:30am in the "Attendance" period. If the child does not attend any classes for the day, he or she will be marked as unexcused absence". If a student shows up late for any class during the day, they will be marked tardy for that day. Attendance is taken at the start of each period. Normal school absence and tardy policies apply during remote teaching.

### Grading Policy

Grades will be determined based on the curriculum and the duration of the Distance Learning period determined by the Miami Dade Charter Public Schools (M-DCPS) guidelines and/or recommendations.

Recommended Applications for uploading assignments in Archie:

- [Cam Scanner](#)
- [Adobe Scan Digital PDF Scanner](#)

### Student Behavior

All school rules and regulations outlined in the AMC Parents and Student Handbook apply to online remote learning. All rules will be enforced during distance education - remote teaching. Students who do not adhere to the school regulations during remote learning will face disciplinary action, including out of school suspension.

1. Students must ONLY attend broadcasts at times designated to their homeroom section. For example, an 8A student may only attend broadcasts intended for 8A. He or she may not get into classes for 8B, 8C, 8D, and 8D. Initially students will enter a "waiting room".
2. Being polite at all times towards the teacher and fellow students. Only topics relevant to the topic being taught should be discussed.
3. Sign in with their real name. Students who sign in with bogus names will be exited out of the Zoom meeting.
4. Students MUST have their cameras on at all times. Teachers will remove students who do not have their cameras on from the broadcast. Cameras must show the student's entire face.



5. Student should sit in a quiet area of the house, away from any distraction. These broadcasts are an extension of the school and students are expected to pay attention at all times.
6. If a student misses a broadcast, he or she must contact his or her teacher by email to find out what they missed. All Zoom sessions will be recorded and placed on Cine-Math.
7. School rules and discipline policy apply during all Zoom broadcasts. School reserves the right to investigate by contacting Internet Service Providers (ISPs) and inform law enforcement in cases where students safety (emotional and physical) safety is at risk due to online behavior.

## Zoom Conference

Students will attend their classes by following **both** their section timetable and the "AMC Zoom Schedule". Students must click on the link that corresponds to their section and the subject that they are scheduled to take.

Also see ***"STUDENT COMPUTER, NETWORK USE AND BYOD POLICY"***

## STUDENT COMPUTER, NETWORK USE AND BYOD POLICY

The following document should be distributed and signed by all students that have access to use the Schools' laptops, network and any other computer provided by the school. Any deviation from these policies may result in serious disciplinary actions as per MDCPS Code of conduct policies.

### I. Network

- A. There is no privacy on the school's network, implied or otherwise. The network is owned by the school and its use is a privilege not a right. This privilege can be revoked at any time, either by the violation of these policies or by the decision of an administrator
- B. Personal devices such as laptops and tablets can log on to the Schools' network if the user already has a log in password and follows the guidelines in the BYOD section below.

### II. School's Laptops (MacBook Pros)

- A. Currently the only account that is authorized for use is the "student" account. If a laptop is found logged in to a different account, report it immediately to a teacher or an administrator.
- B. The only authorized browser is Apple's Safari and Mozilla's Firefox. All other browsers (Chrome, Opera, etc.) should not be used, unless specifically directed by a teacher or administrator. If one of the unauthorized browsers is found on a laptop that you are currently working on, it should be immediately reported, otherwise you will be found in violation of these rules.



- C. The application "Dashboard" should not be used at all. Widgets or any kind of games are prohibited.
- D. The laptops have a custom-built application that takes random screen shots and webcam pictures and emails them to the network administrator. The webcam should never be covered.
- E. Online gaming websites like miniclip, addictive games, etc. are strictly prohibited.
- F. Online blogs sites such as tumblr, blogger or chat sites like omegle are prohibited
- G. Downloading of applications that do not need installation like Google's Chrome, Valve's Steam, etc. are not allowed. In case that one of these applications is placed on a computer you extensively use, report it to a teacher immediately, otherwise you will be found in violation of these rules.
- H. Access to the terminal is strictly forbidden unless required by your course.
- I. As a general rule; The first thing a student needs to do when they get a laptop is to check if the laptop is in full working order (keyboard is intact, monitor is not cracked or scratched, etc.) and there are no unauthorized applications running on the computer. If any of the above is found, they need to be reported to a teacher or an administrator immediately.

### III. General

- A. Any attempt to gain administrator rights on any of the school's computers, servers, network or phones, will result in an immediate suspension.
- B. In case of the destruction of any equipment (laptop, server, network device, etc.), either by accident or malicious intent, the school property policy goes in effect.
- C. Any attempt to "hack" any system, anywhere in the world will result in strict administrative action.

### IV. Safety

- A. In pursuant to the Children's Internet Protection Act (CIPA) of 2001, the school uses a filter that constantly monitors and blocks inappropriate websites based on keywords and/or URLs.
- B. All proxies, R-rated and mature content sites are blocked by default.
- C. The filter is automatically updated and can also be manually changed by the administrators if a website is mis-categorized.
- D. All Archimedean Academy, Archimedean Middle Conservatory and Archimedean Upper Conservatory students cannot use any computers unless a teacher is present or if they get written permission from their teacher or an administrator to do so.
- E. All social media websites are blocked (Facebook, Google+, etc.)
- F. Students are not allowed to check their email or enter any chat rooms without the explicit consent of their teacher or principal.
- G. Students should never disclose any personal information of themselves or them classmates to anyone over the Internet.
- H. The school's network uses a Botnet and Malware blocker to ensure that users' personal information is secure.



# PARENT & STUDENT HANDBOOK 2020-2021

## DISTANCE LEARNING | EXPECTATIONS CONTRACT

### STUDENTS

- Participate, behave and complete your work with honesty.
- Stay focused and refrain from distractions or wandering to other sites.
- Follow appropriate use of technology and the Internet.
- Participate in online sessions to the best of your ability.
- If you cannot attend online, please review the recorded sessions.
- Complete your work on time.
- Communicate and seek help from your professor in a timely manner.
- Acknowledge that the school will have full and complete access to the work you submit, and any comments posted.

### PARENT/GUARDIAN

- Check your email daily or assist your child in obtaining required assignments.
- Ensure that your child has materials, equipment and Internet access.
- Provide your child with a safe, quiet and appropriate place to learn.
- Ensure that your child has time to work each day.
- Track progress and ask your child to show you their work.
- Encourage your child to seek help when stuck or frustrated.
- Ensure that your child works with minimal help from others.
- Communicate concerns with the professors as needed.

### SCHOOL

- AMC will provide readiness and technical support for distance learning.
- AMC will translate distance learning into grades in accordance with M-DCPS guidelines for the duration of this distance-learning phase.
- AMC will determine with teachers how 504 Plan or IEP accommodations will be delivered.

I have acknowledged and understand the terms of the Distance Learning .

\_\_\_\_\_ in grade \_\_\_\_\_.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/202\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/202\_\_



## SCHOOL PARENT CONTRACT 2020-2021



*Adherence to the items listed in the Parent Contract are taken seriously.*

*Please read carefully. Your signature at the end of this contract indicates you understand and accept the commitment you make in registering your child at our school.*

- Parents understand that students of the Archimedean Academy are Miami-Dade County Public School (M-DCPS) students subject to applicable policies and entitled to the same rights. Archimedean Academy adheres to the rules and policies, as stated by the M-DCPS and the Archimedean Board.
- All families of students in Archimedean Academy, Archimedean Middle Conservatory and Archimedean Upper Conservatory must complete 30 volunteer hours or equivalent (equivalency must be acceptable by the School) per school year per family.

**The School strongly recommends the Parents to perform their volunteer hours** in order to promote the Parents' commitment and involvement in their child's education.

(Parent initials here \_\_\_\_\_)

- School uniforms must be worn every day. Parents are to ensure that their child is wearing the proper uniform (see Uniform Policy). Students who arrive to school without proper uniform will be placed on notice, as stated in the **Parent Handbook**.
- Parents are to contact the office if their son/daughter is going to be absent. On the day he or she returns to school, he or she must bring a handwritten note from the parents explaining the reason for the absence, otherwise, the absence will be considered non-excused. Trips and vacations during regular school days will not be considered excused absences. Classes begin promptly at 8:30 a.m. and end at 4:00 p.m. and 3:00 pm on Fridays. Please be advised that any student arriving after 8:30 will be marked as tardy and must report directly to the Main Entrance for a tardy pass. Parents will be informed of their child's attendance status each nine-week period. Records of poor attendance, including tardiness, will be maintained in the child's permanent record. It is strongly advised that students arrive between 8:00 and 8:15 in order to beat traffic and participate in our school-wide morning announcements.
- Parents are to follow student drop-off and pick up procedures and abide by ALL traffic/parking rules.
- Parents are not allowed in the main school building during regular school hours (8:30 a.m.-4:00 p.m. and 8:30 a.m.-3:00 p.m. on Fridays) without a valid Visitor's Pass. Parents are not permitted to open classroom doors throughout the instructional day. As a safety precaution, all parents and visitors must wait outside of the building for the dismissal bell at 4:00 p.m., or 3:00 p.m. on Fridays for the main campus.
- Parents of students who are not enrolled in the before-school program are to ensure drop off no earlier than their child's school opening time. If the student is dropped off before the school's opening time, parents may be



## PARENT & STUDENT HANDBOOK 2020-2021

charged a fee up to the equivalent of one-day participation in the before-school program (*see Parent Handbook, ACC Handbook*).

(Parent initials here \_\_\_\_\_)

- Parents of students who are not enrolled in the after-school program / after-school activities or have not signed up for bus transportation are to ensure pick up by dismissal time. If the student is picked up more than 15 minutes after dismissal, parents may be charged a fee up to the equivalent of one-day participation in the after-school program (*see Parent Handbook, ACC Handbook*).
- Parents are expected to try and resolve their concerns with teachers FIRST. If the problem requires further discussion, you may schedule an appointment with the school administration. The School's conflict resolution designee and the President/Chairman of the Archimedean Board is also available for conferences.
- The School believes that parents play an integral role in their child's educational and social life. For this reason, the School asks that a parent/guardian personally transport their child to and from school. Carpooling is permitted, as it, too, positively contributes to the child's socio- educational life.
- Parents and students are required to adhere to all school policies.



**All fee-based Services, such as Lunch and After School Care, are prepaid.**

**As the parent(s) and/or guardian of the following student, I understand that by my signature, I agree to abide with the required School's policies and rules, as stated in the:**

- A. Archimedean Middle Conservatory Parent Contract.**
- B. Parent/Student Handbook.**
- C. Before and After School Care Program Handbook**

Student's Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
*Print: LAST FIRST MIDDLE*

Parent or Guardian Signature: \_\_\_\_\_ Signature Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
*Print: LAST FIRST MIDDLE*

Parent or Guardian Signature: \_\_\_\_\_ Signature Date: \_\_\_\_\_



## CONTRATO ESCOLAR PARA PADRES /MADRES /ENCARGADA 2020-2021



*Cumplir con las expectativas incluídas en este contrato es un asunto al que le damos mucha importancia. Favor leer cuidadosamente.*

*Su firma al final de este contrato indica que comprende y acepta el compromiso que hace al inscribir a su hija en nuestra escuela.*

*Recomendamos enfáticamente que los padres/madres/encargada completen las horas de voluntariado ya que así se involucrarán positivamente en la educación de sus hija.*

- Los padres/madres/encargada entienden que los estudiantes de Archimedean Middle Conservatory son estudiantes de las Escuelas Públicas del Condado de Miami-Dade (MDCPS) sujetos a las políticas aplicables y con los mismos derechos. Archimedean Middle Conservatory se adhiere a las reglas y políticas, según lo establecido por las M-DCPS y la Junta de Archimedean.
- Todas las familias de estudiantes en Archimedean Academy, Archimedean Middle Conservatory y Archimedean Upper Conservatory tienen que completar 30 horas de trabajo voluntariado o equivalente (la equivalencia debe ser aceptable para la escuela) por año escolar por familia. La escuela recomienda encarecidamente a los padres/madres/encargada que realicen sus horas de voluntariado para promover el compromiso y la participación de los padres/madres/encargada en la educación de sus hijas.

**(Iniciales del padre/madre/encargada aquí \_\_\_\_\_)**

- Los estudiantes tienen que utilizar sus uniformes escolares todos los días. Los padres/madres/encargada deben asegurarse de que su hija use el uniforme apropiado (vea la Política de Uniforme). Los estudiantes que lleguen a la escuela sin el uniforme apropiado recibirán un aviso, como se indica en el Manual para padres/madres/encargada.
- Los padres/madres/encargada deben ponerse en contacto con la oficina si su hija va a estar ausente. El día en que regrese a la escuela, él o ella tiene que traer una nota escrita a mano de los padres/madres/encargada explicando el motivo de la ausencia; de lo contrario, la ausencia se considerará no justificada. Los viajes y las vacaciones durante los días escolares regulares no se considerarán ausencias justificadas.

**(Iniciales del padre/madre/encargada aquí \_\_\_\_\_)**

- Las clases comienzan puntualmente a las 8:30 a.m. y finalizan a las 4:00 p.m. y 3:00 p.m. Los Viernes. Tenga en cuenta que cualquier estudiante que llegue después de las 8:00 se marcará como tarde y debe presentarse directamente en la entrada principal para obtener un pase de tardanza. Los padres/madres/encargada serán informados del estado de asistencia de su hija cada período de nueve semanas. Los registros de asistencia deficiente, incluidas las llegadas tarde, se mantendrán en el registro permanente del estudiante. Se recomienda encarecidamente que los estudiantes lleguen entre las 8:00 y las 8:15 a fin de evitar el tráfico y participen en los anuncios matutinos de toda la escuela.
- Los padres/madres/encargada deben seguir los procedimientos de dejar y recoger estudiantes y cumplir con TODAS las reglas de tráfico / estacionamiento.
- Los padres/madres/encargada no están permitidos en el edificio principal de la escuela durante el horario escolar normal (8:30 a.m.-4:00 p.m. y 8:30 a.m.-3:00 p.m. los Viernes) sin autorización y sin un pase de visitante válido. Los padres/madres/encargada no tienen permitido abrir las puertas del salón de clases durante el día escolar. Como medida de seguridad, todos los padres/madres/encargada y visitantes deben esperar fuera del edificio para



## PARENT & STUDENT HANDBOOK 2020-2021

la campana de salida a las 4:00 p.m., o 3:00 p.m. los Viernes para el campus principal.

- Los padres/madres/encargada de los estudiantes que no están inscritos en el programa antes de la escuela deben asegurarse de dejarlos antes del horario de apertura de la escuela. Si el estudiante es dejado antes del horario de apertura de la escuela, se puede cobrar a los padres/madres/encargada una tarifa equivalente a lo que cuesta un día de participación en el programa antes de la escuela (consulte el Manual para padres/madres/encargada, Manual de ACC).
- Los padres/madres/encargada de estudiantes que no están inscritos en el programa después de la escuela / actividades extraescolares o que no se han inscrito en el transporte en autobús deben asegurarse de recogerlos antes de la hora de salida. Si el estudiante es recogido más de 15 minutos después de la hora de salida, a los padres/madres/encargada se les puede cobrar una tarifa equivalente al equivalente a lo que cuesta un día de participación en el programa después de la escuela (consulte el Manual para padres/madres/encargada, Manual de ACC).
- Los padres/madres/encargada deben intentar resolver sus preocupaciones y comunicarles las situaciones a los maestros PRIMERO antes de contactar a la administración. Si el problema requiere mayor discusión, entonces se puede programar una cita con la administración de la escuela.

**(Iniciales del padre/madre/encargada aquí \_\_\_\_\_)**

El designado de resolución de conflictos de la Escuela y el Presidente / Presidente de la Junta de Archimedean también están disponibles para conferencias solo si ya se han agotado los dos niveles antes mencionados.

- La escuela cree que los padres/madres/encargada desempeñan un papel integral en la vida educativa y social de sus hijas. Por este motivo, la escuela solicita que un padre / tutor personalmente transporte a su hija hacia y desde la escuela. Se permite el uso compartido del automóvil, con los debidos permisos ya que también contribuye positivamente a la vida socio-educativa del estudiante.
- Los padres/madres/encargada y estudiantes deben cumplir con todas las políticas de la escuela.

**Siendo el padre, madre o tutor del estudiante, entiendo que mi firma asegura que acepto seguir las normas de la escuela que se encuentran escritas en:**

- A. El Contrato de Padres de Archimedean Middle Conservatory.**
- B. El manual de Padres y Estudiantes.**
- C. El manual del Programa de Cuidado de Antes y Después de Clases.**

Nombre del Estudiante: \_\_\_\_\_ Grado: \_\_\_\_\_

Nombre del Padre/Madre/Tutor: \_\_\_\_\_  
*APELLIDO NOMBRE SEGUNDO NOMBRE*

Firma del Padre/Madre/Tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre del Padre/Madre/Tutor: \_\_\_\_\_  
*APELLIDO NOMBRE SEGUNDO NOMBRE*

Firma del Padre/Madre/Tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_



## HANDBOOK AWARENESS STATEMENT

### 2020 – 2021 Parent/Student Acknowledgement

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

- Code of Student Conduct
- Archimedean Middle Conservatory Parent Student Handbook
- Student/Parent Contract
- AMC Procedures AMC will maintain records of the signed statements.

The Archimedean Middle Conservatory Parent Student Handbook is available [on 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 clicking [HERE](#). If you do not have Internet access to obtain a copy of the Code of Student Conduct, please visit the AMC main office to obtain a copy.

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

Parent/Guardian Name: \_\_\_\_\_  
*Print: LAST FIRST MIDDLE*

Parent or Guardian Signature: \_\_\_\_\_ Signature Date: \_\_\_\_\_

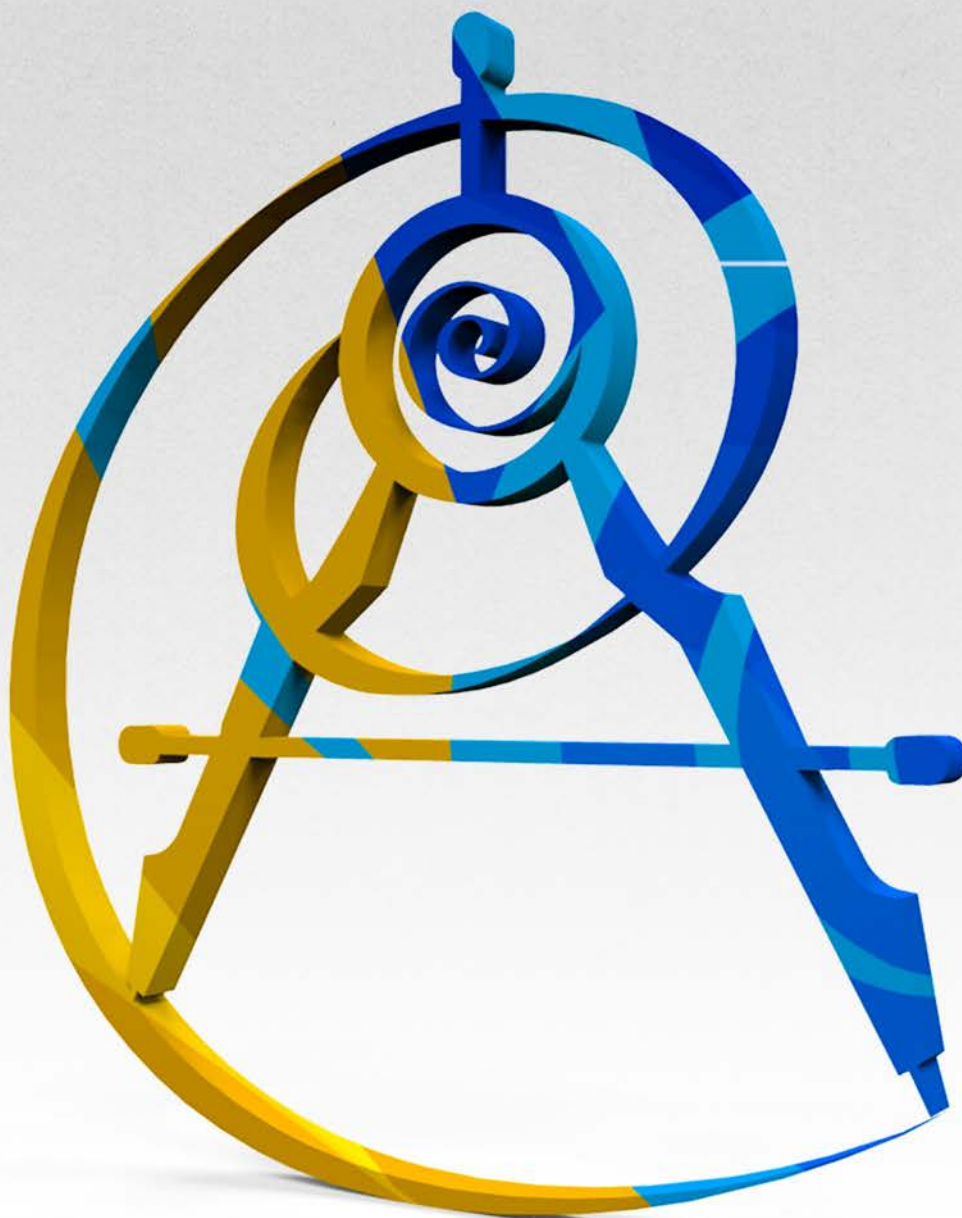
Student's Name: \_\_\_\_\_  
*Print: LAST FIRST MIDDLE*

Student's Signature: \_\_\_\_\_ Signature Date: \_\_\_\_\_



PLEASE RETURN THE SIGNED COPY OF THIS FORM TO YOUR HOMEROOM TEACHER

# MAKING HISTORY EVERY DAY



# ARCHIMEDEAN SCHOOLS

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