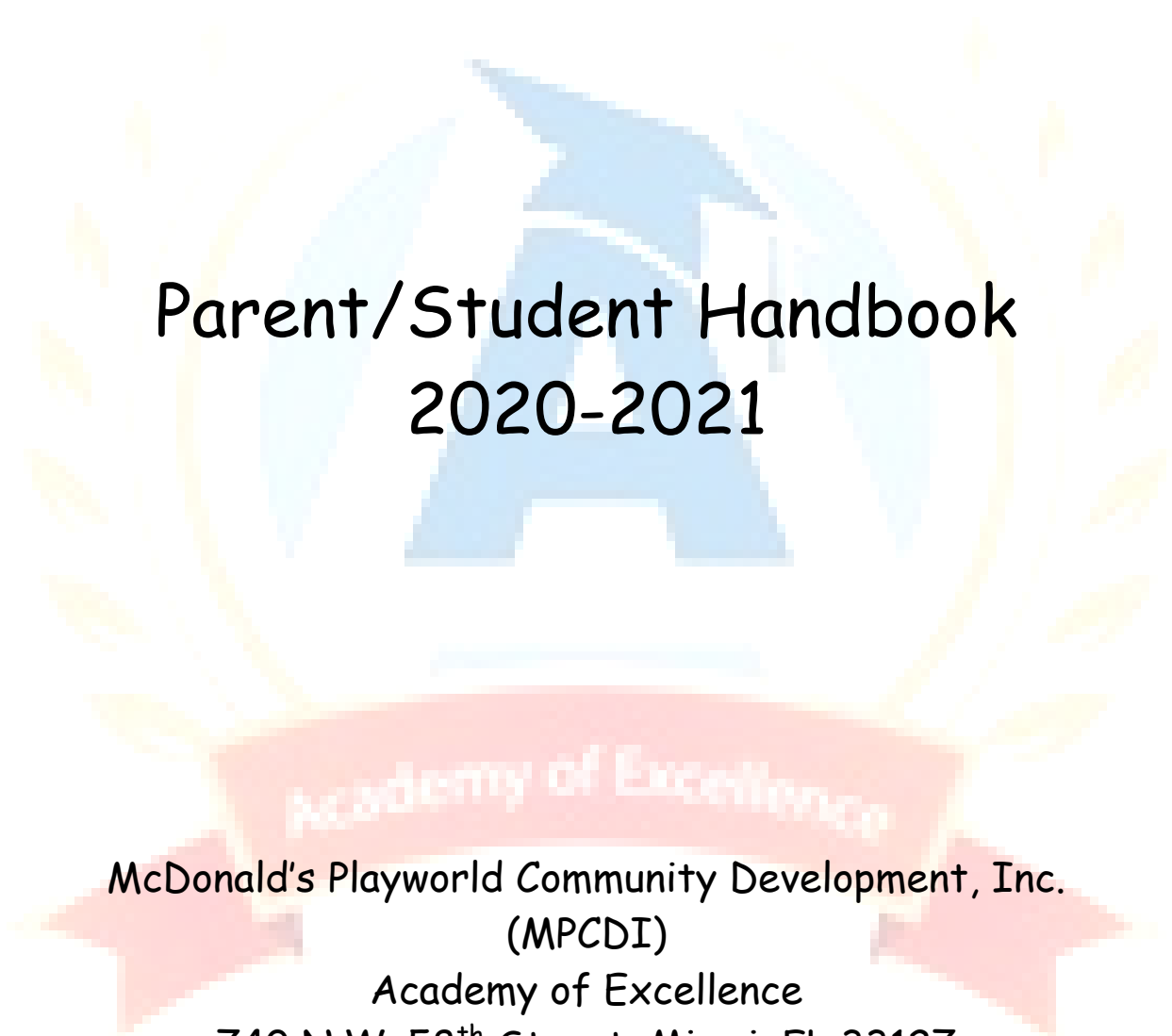


McDonald's Playworld Community Development, Inc. *Academy of Excellence*



Parent/Student Handbook
2020-2021

McDonald's Playworld Community Development, Inc.
(MPCDI)

Academy of Excellence

740 N.W. 58th Street, Miami, FL 33127

Phone #: (786) 536-4182

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PARENT/STUDENT SIGNATURE PAGE

MPCDI ACADEMY OF EXCELLENCE PRIVATE SCHOOL 2020-2021

Dear Students and Parent(s)/Guardian(s):

This handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during a school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students.

We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. This form is part of the student registration process at MPCDI Academy of Excellence Private School and must be returned as a condition of enrollment.

Signing below is evidence that parents and students have or will read and understand the contents of this handbook. It also grants permission for school photographs or videotapes to be used in media presentations that are made available to other educational institutions or through a cable television station or network. Parents understand that their child's image, name, work product, school, and grade may be revealed in the presentation(s) but that no other information about their child or his/her schoolwork will be revealed without prior consent.

Signature of Parent/Guardian

Date

Print Name of Student(s)

Grade of Student(s)



Network Registration Contract

MPCDI ACADEMY OF EXCELLENCE PRIVATE SCHOOL 2020-2021

Parent/Guardian

As the Parent/Guardian of this student, I have/will read and understand the Computer and Internet Policy on page and have/will discuss it with my child. I will allow my child to use the AOE technology (including the Internet) unless I provide written notice to the contrary. My child has been informed that sexual, perverse, violent, and any other inappropriate matter such as using profanity is not permitted with our computers and network. Such use will have consequences such as verbal and written warning, suspension, removal, isolation, and expulsion.

Signature of Parent/Guardian

Date

Student

As a MPCDI Academy of Excellence Private School student I have/will read and understand the Computer and Internet Policy on page. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. I have been informed that sexual, perverse, violent, and any other inappropriate matter such as using profanity is not permitted with our computers and network. Such use will have consequences such as verbal and written warning, suspension, removal, isolation, and expulsion. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

Signature of Student

Date



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WELCOME TO ALL PARENTS

Welcome to our center! We are excited to have you as a part of our family. At ACADEMY OF EXCELLENCE, DBA every child is important. Our program is academically rich and designed to promote your child's growth and development. Thank you for choosing ACADEMY OF EXCELLENCE, DBA for your child.

A transition into any new environment can be challenging and cause anxiety for any child or adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings. After enrolling your child at ACADEMY OF EXCELLENCE, DBA, your child may visit and be introduced to his/her new teacher. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

This handbook will help you understand our center goals and policies. Our guidelines are all designed to make sure that each child receives the best education possible. Please look over the information given, so that you are familiar with our operation and guidelines. Also included with this packet is the paperwork for your child's file, including pick-up permission form, emergency medical consent form, child information form, fee agreement, etc. Please complete these and return them.

During Parent Orientation, you will be taken on a tour to meet your child's teachers and get a general idea of a day at our Academy of Excellence, DBA. You may also schedule a time to observe in the classroom. Please let us know of any area in which we can be of particular assistance to you. We are looking forward to getting to know you and your child and providing a rich leaning environment where all our children develop to their full potential.

Marcia Carty
PRINCIPAL/DIRECTOR

Tips for Parents

Research shows that when families get involved, their children:

- Get better grades and test scores.
- Graduate from high school at higher rates.
- Are more likely to go on to higher education.
- Are better behaved and have more positive attitudes.



PARENT/STUDENT HANDBOOK

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MPCDI

Academy of Excellence

Our Mission, Vision, and Beliefs

Mission Statement

The mission of McDonald's Playworld Community Development, Inc. (MPCDI) Academy of Excellence is to provide students with the most self-instructional, mastery-based curriculum, while emphasizing excellence spiritually, academically, emotionally, and physically, as well as, developing their leadership potential focused on stewardship, character, and service to the community.

Philosophy of Education

Wisdom and Knowledge come from God. For students to become responsible adults in society and stewards of God's Word, they must be taught by parents and educators.

Vision Statement

To enhance the grades and comprehension levels of our students based on the K-12th Grade reforms. Through the utilization of current technologies and spiritual guidance, students will be strengthened and prepared for schools, colleges, careers and life in a global society.

What We Believe:

We Believe *That all scripture is inspired by God, profitable for teaching, reproof for correction and training in right living. The Bible is our standard and measure for living daily.*

We Believe *That God exists eternally, as one, in three persons – the Father, the Son, and the Holy Spirit*

We Believe *in God as the absolute and sole creator of the universe.*

We Believe *God became a man in our Lord, Jesus Christ. He was born of a virgin, was crucified, died and was buried and resurrected. Later He ascended into heaven and is seated at the right hand of God and Father. He is the head of the church and He is our only mediator between God and man.*

We Believe *That because Jesus died and rose again, we can have salvation and forgiveness from sin by faith in the work Jesus did on the cross. Our salvation is by God's grace alone.*

We Believe *It is the goal of every Christian to grow into "Spiritual Maturity" and discover what God would have them to do in His service. This growth comes through searching the Scriptures, Church fellowship, and the leading by God's Holy Spirit. This is a life-long journey.*

We Believe *That the Holy Spirit is the third person of the Triune God, and that He will direct us in our daily living as a Christian.*

We Believe *the Holy Spirit is working in the church today; leading and guiding His people in our daily walk with God.*

We Believe *The purpose of the Church is to lead people to Jesus Christ, to personal growth and discipleship and to Mission Outreach at home and around the world.*



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Accreditation

Academy of Excellence is accredited by the National Association of Private Schools. NAPS is an independent educational agency founded to recognizing educational excellence in the private, non-traditional educational environment. The National Association of Private Schools offers accreditation to schools that are concerned about both the mastery of basic academic skills and the character development of each child. Accreditation is about making excellence apart of the educational setting and continuing to ensure that the students are receiving an education with quality, certified instructors to take them beyond the classroom.

Learn More about NAPS at www.napsaccreditation.com
School Improvement Plan is available upon request.

Parent-Teacher Association

Parents and staff are encouraged to work together for the good of the students. The parental support and the volunteer contributions of parents are needed to **make Academy of Excellence an excellent school!**

Parents and student are kept informed of upcoming events and deadlines through monthly notices and occasional flyers.

Parents, your child feels a sense of pride to know that his/her parent holds an office in the PTA:

1. You get to meet and work with wonderful people!
2. You stay updated and informed on what is going on at our school.
3. You can more effectively suggest change at our school.
4. Everyone has different strengths and talents. Everyone has something unique to offer our school and our children!

We love to have dads, grandparents, aunts, uncles and anyone who cares about Academy of Excellence and the students who attend here. Duties can be performed from home and some require your presence at the school. Explore which position would be right for you. The time you donate to actively participate in your child's school is time well spent. It shows our children that we care about what they do every day. Call 305-754-1132 for the position you can help us with – college and vocational school preparation, internships, community services, administration, curriculum support, field trips, tutoring, and projects, etc.

We welcome our Academy of Excellence parents to become involved with their child's learning experience. Teachers need parents who can help plan and carry our class parties, chaperone field trips, make costumes and props for class plays, or act as guest speakers or resource persons on topics of their special interest and expertise. Please let your child's teacher know how you can help.



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Instructional Model

Curriculum

MPCDI Academy of Excellence (AOE) provides a multi-based curriculum. We utilize the resources from Harcourt Complete Curriculum, Khan Academy, Learn with Homer, ixl.com, and ABC Mouse Academy curriculum, in order to equip your child with the best education in a manner which they can flow comfortably. As a result of COVID-19, AOE is not in partnership with Florida Virtual School (FLVS).

Khan Academy offers practice exercises, instructional videos, and a personalized learning dashboard that empower learners to study at their own pace in and outside of the classroom. We tackle math, science, computing, history, art history, economics, and more, including K-14 and test preparation (SAT, Praxis, LSAT) content. We focus on skill mastery to help learners establish strong foundations, so there's no limit to what they can learn. Students who used Khan gained an additional 22 points. Use of Khan Academy was positively associated with better than predicted test scores, lower math anxiety, and higher confidence in one's ability to do math.

IXL is used to teach Math, Language Arts, Science, Social Studies, and Spanish by grades, topics, and skill plans. Skill plans are a result of the diagnosis conducted on each student. ABC Mouse is used in the same manner as a complement to Khan Academy

Learn with Homer is the first digital foundational reading program, created by literacy experts and advisors to the new Common Core standards, combining decades of experience in education and in the classroom. Our program is both visually engaging for a child and highly effective, based on a proven body of research on how children best learn to read. A child's ability to hear individual sounds in words and to manipulate those sounds fundamentally influences that child's ability to learn to read. The National Research Council published a report that describes phonemic awareness as "the insight that every spoken word can be conceived as a sequence of phonemes" (Snow, Burns, & Griffin, 1998).

Complete Curriculum by Harcourt Family Learning offers a comprehensive line of workbooks and textbooks developed through a partnership with Harcourt, a leading educational publisher. Based on national teaching standards, these workbooks provide complete practice in math, reading, and other key subject areas, making it fun and interesting for all students to engage in. This will be used primarily for homework and the at-home packets for parents to work with the students.

The Florida Legislature passed groundbreaking legislation in 1997 establishing Florida Virtual School (FLVS) as a grant-based pilot project, pioneering Florida's first Internet-based, public high school. Today, as a fully accredited, statewide public school district, FLVS offers more than 190 online courses to Kindergarten-12 students, and certified teachers use a variety of personalized instructional programs to create individualized educational plans for every student.



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Assessment and Grading

Assessment

Academy of Excellence utilizes standardized assessments in the Spring as part of state mandates. Students are required to participate in this exam as students of our school. Parents will be notified throughout the year regarding when testing will be scheduled

Grades

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Grading Policy

The school uses the following grading system:

90 - 100 = A - Excellent achievement

80 - 89 = B - Good achievement

70 - 79 = C - Satisfactory achievement

60 - 69 = D - Minimum-Acceptable achievement

59 - 0 = F - Unsatisfactory level of achievement

Report Cards

Report cards are distributed every 9-10 weeks or per Quarter. There are four quarters in the school year. Final grades are on the 4th report card which is available over the summer. Students who demonstrate excellence in academics and behavior will be recognized during in school programs. For the final report card to be mailed, please submit a pre-addressed, stamped envelope to the office administrator during the last 3 weeks of school.

Interim Reports

To keep parents informed on student progress, School-wide Academic Progress reports are distributed weekly. This will provide an outlook on your student's progress weekly. If you require further progress reports, please see your child's teacher.



Interim Progress Report & Report Card Distribution

Grading Period	Interim Progress Report Distribution	Date of Grading Period Ending	Report Card Distribution
1	09/25/2020	10/22/2020	11/06/2020
2	12/04/2020	01/22/2021	02/05/2021
3	03/05/2021	03/25/2021	04/08/2021
4	05/07/2021	06/09/2021	06/25/2021

Graduation Requirements

Students eligible for receiving a high school diploma have met the criteria listed below as per our school curriculum or any transferring credits from a previous institution totaling 24 credits:

- 4 credits of English
- 4 credits of Math
- 4 credits of Science
- 4 Credits of Social Studies
- 8 Elective Courses (Includes 2 Physical Education, 2 World Language- 2 credits of the same language)

COMMUNITY SERVICE HOURS

Community Service gives students more opportunities to integrate and elaborate on their knowledge, and it increases the likelihood of transferring theoretical knowledge to actual practice. All students are required to complete 100 hours of community service before graduation. Students who are candidates for the Bright Futures Scholarship are required to complete 100 hours of service. We suggest that each student perform a minimum of 25 hours per year, starting from 9th grade.

Please complete the [Community Service Project Proposal form](#) and turn it in to an authorized school official to receive community service hours.

Technology

Students have direct access to the School’s Wi-Fi through tablets, laptops, and computers for educational purposes. Academy of Excellence utilizes internet-based lessons that students are required to complete. Students may have access to content outside of school hours at home or your local library as assigned by teachers for homework, school or classroom-assigned projects. Please note any forms or information sent home with your child about such instances.



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Internships

In the 12th grade, we focus on placing our students in internship which is related to their goals as a career or an opportunity to increase their job or employability skills. All students from 9th to 12th grade are assigned a counselor for career, college, or vocational skills. Please note any forms or information sent home with your child about such instances

Enrollment and Admissions

Admission and Entrance Requirements

New students will receive an Initial package. Students will submit all registration forms to the school. (A transcript or report card is necessary for approval of all courses before the student may begin.) Once the course(s) and full payment are approved, the student will receive a Welcome Package containing important guides and student information. Once this process is complete, the student may begin.

Applying to MPCDI Academy of Excellence is simple - with just one form your student can begin to apply for admission to the Academy. In addition, helpful staff at the Academy will walk you through the form to make sure it's all filled out right! Just click [here online or fill out the attached form](#), and feel free to call us at (305)-754-1132.

FAQs:

When do I need to apply? The sooner the better! We have a limited number of seats available to ensure that we can have small class sizes. For best results, apply early! Please call us at (786) 536-4182 for more information on exact deadlines!

How much is tuition?

Tuition is based upon the grade level and the fee schedule is available online and upon request, Most families qualify for free tuition under the John M. McKay Scholarship Program and/or the Step Up for Students Scholarship. To find out if your family qualifies, call (786) 536-4182 or 305-754-1132,

The McKay Scholarships for Students with Disabilities Program provides over 50,000 Florida students with special needs the opportunity to attend a participating private school during the 2016-17 school year. For more information about this scholarship program.

The Step Up for Students Scholarship Program provides K-12 scholarships for low-income school children. Does your family qualify for the free or reduced lunch program? If so, you may qualify for this program too. Students who qualify may receive more than \$6,500 for private school tuition. Please visit www.stepupforstudents.org for more information.

Other scholarships include the AAA, Hope, and Gardiner.



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Can I tour the school facility?

Yes! Call (786) 536-4182 to schedule a facility tour where we'll show you our beautiful site!

What do I need to apply?

You will need: 1) completion of application form and 2) have proof of residency in Miami Dade county, to start the process. Call (786) 536-4182 or 305-754-1132 for more information!

Anti-discrimination Policy

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment based on race, color, disability, age, gender, or national origin.

No Bullying Policy

Academy of Excellence is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. We track individual incidents and responses as well as trends over time, and focus on establishing preventive measures and practices.

Clinic

The administration/dispensing of medicines to students by employees of the school system are forbidden unless authorized by a licensed physician and the parent of the student. Self-administration of medication by the student is also forbidden. Please do not send aspirin, cough medicine, pills, etc. for your child to take on his/her own. There are certain physical/medical conditions that require daily and periodic medication. Procedures to be followed for these circumstances are stated in the Authorization for Medication form that will be sent home upon request. A new form must be completed every year. All medications must be sent to the school in the original container.

HOMEWORK

Academy of Excellence mandates that the teachers and parents adhere to the guidelines found in Homework Policy 2330. Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher(s).



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Homework is an essential component of the instructional process. Homework should provide reinforcement and extension of class instruction and should serve as a basis for further study and preparation for future class assignments. Homework is not to be assigned as punishment.

In general, homework assignments will be completed for the following day. Long-range assignments and/or special projects should provide students with an opportunity to develop and refine research and independent study skills. Teachers should review evidence of progress periodically before the student submits a long-range assignment.

Teachers shall consider the following factors when making homework assignments: A. grade level of the student; B. level and degree of difficulty of the subject being studied; C. the maturity level of the student; D. the instructional needs of the student; E. the purpose of the assignment and its relation to the objectives of the course; F. the length of the assignment and the amount of time that will be required to complete it; G. homework demands being made in other subject areas; H. materials that are readily available to students and do not create a financial burden; I. holidays, as well as Spring and Winter breaks; J. evaluation of group based on individual student participation; and K. provision of ample time in class for completion of group projects.

Parent Involvement

Success in school is often the result of close teamwork between parent and teacher. You can help your child by asking to see homework each night, providing a quiet time and place to work, reading with or to your child, and letting your child know that doing his or her best in school is very important to you

Policies

School Hours

- K – 5th grade (8:00 am – 2:00 pm)
- 6th – 9th grade (8:00 am – 2:00 pm)
- 10th – 12th grade (8:00 am – 2:00 pm)
- **Tutorial Period:** All grades (2:00 pm – 3:00 pm)

Programs & Services

- Self-instructional, online, mastery-based curriculum
- Enforced uniform policy
- Daily breakfast, lunch, and snack provided
- Tutoring sessions available
- Transportation available upon request



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- Student clubs and extracurricular activities

Attendance and Tardy Policy

For the safety of our students, **parents are required to call the school by 9:00 am if their child is absent.** If we do not receive a notification call by 9:00 am we will contact parents by phone in an effort to promptly locate missing students. Calls are usually made between 9:30 and 10:00 am.

To help us keep students safe parents must provide us with an updated phone number for us to call if their child is absent without notification. We do not have personnel to make multiple calls so **parents must provide us with one dependable phone number and keep it updated.** If the number provided is not a working number parents will not receive our phone call. This could create a serious safety concern.

Parents be aware that we will have to contact DCF to report the students with excessive absences. We must comply with the State of Florida regulations.

Students will be considered tardy if they arrive after 9:00am. Tardy students must be signed into the office by the parent/guardian so that they may be escorted to class.

Students who have been absent will be given the same number of days to make up work as the number of days absent. Individual teachers may give additional time. **Students and/or parents may call the office to request homework if the student is able to do the work at home and if the absence will last 3 days or more.**

Students who are absent from school are not allowed to attend after school activities.

Exceptions (Doctor, Dentist, etc.) must be approved by the principal.

EXEMPT DAYS “Exempt Days” do not count as being absent from school. Exempt days are: funeral days, sick (when school is provided with a doctor’s note), Out of School Suspension, In School Suspension, and school related absences (example: gone to science fair).

HOMEBOUND SCHOOL FOR EXTENDED ABSENCES Students who will be or are experiencing excused absences for a long period of time (generally illness) will be eligible for homebound schooling. It is the parent or guardian's responsibility to contact the school as soon as they are aware these conditions exist. Homebound students are not considered absent from school.

PRE-ARRANGED ABSENCES Pre-arranged absences will be considered by the principal on an individual basis with the best educational interest of the student being the highest factor in the decision.



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Field Trips

Class field trips to points of interest such as museums, libraries, shows, etc. are conducted during the school year. In all instances where students leave campus for a school trip, a signed parent consent form is required. Field trip forms are distributed a few days prior to the activity and must be returned to the teacher prior to the scheduled outing. Details of each trip are given on the form. If questions should arise, please phone the school office.

FIELD TRIPS

- ✓ At all school-sponsored activities, students may wear white shirts and dark pants/shorts or a purchased school t-shirt ordered in the beginning of the year.

Transportation

-What about transportation?

We will assist you in obtaining transportation. There may be a small fee, or no fee at all, for students who qualify. With staff-supervised guidance from our secured location to the bus, your child is in good hands.

Academy of Excellence offers transportation to our students. Please contact the school to arrange for the transportation for your child to and from school. Behavior and safety expectations must be met for your child to continue using this service. All violations to any rules and procedures for safety will result in expulsion from use of the school's transportation.

Safety on the School Bus or transportation provided (student must adhere):

- Remain seated at all times. Sit facing forward with your back against the seat.
- Don't put your head, hands or arms out the window.
- Stop talking and remain silent when the bus comes to a railroad crossing so the driver can hear if a train is approaching.
- No shouting or inappropriate language is permitted.
- No eating, drinking, or gum chewing.
- Keep hands, feet, and all objects to yourself.



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Cafeteria

MPCDI Academy of Excellence students are offered hot lunch and breakfast daily. When entering the cafeteria, students must enter quietly and remain seated after receiving their lunch. Teachers/School staff reserves the right to assign seating for classrooms. Lunch is a 30-minute time-frame and students must remain in the cafeteria until escorted back to their assigned areas. Students aged 16 and above are allowed 30 minutes off-campus but must be preapproved by administration and sign-out prior to leaving and sign-in upon their return. Administration/School staff reserves the right to revoke these privileges to any student. Any student found outside of school grounds without previous consent will be suspended for up to 5 days and must complete any missed coursework.

Cafeteria rules:

- No class is to be without teacher supervision
- There is no loitering in the hall or in the restroom.
- No shouting or inappropriate language is permitted.
- No throwing food or fighting.
- Clean after yourself, placing your tray in the trash can after lunch is finished.
- Keep hands, feet, and all objects to yourself.

Parents/Volunteers

We welcome our Academy of Excellence parents to become involved with their child's learning experience. Teachers need parents who can help plan and carry our class parties, chaperone field trips, make costumes and props for class plays, or act as guest speakers or resource persons on topics of their special interest and expertise. Please let your child's teacher know how you can help. We welcome parent input and make every effort to keep parents informed through frequent communication via phone calls and emails. Please keep in mind that the entire Academy of Excellence faculty has your student's best interest at heart!

Parents: Teachers, administrators, and parents share the responsibility to create a safe and healthy environment, which promotes student learning. MPCDI Academy of Excellence welcomes volunteers who enthusiastically support the school and are available to serve in various capacities. ***It is the parent's responsibility to commit at least 10 hours of service per school year.*** Volunteer activities will range from office clerical work to artistic services; assisting with school events; fundraising; chaperoning field trips, donating and plenty of other activities. Attached to the enrollment packet is your Volunteer Contract. Please refer to your Parent/Student Handbook for more information.

Anyone: McDonald's Playworld Community Development Inc. offers a variety of unique volunteer service opportunities for professionals, seniors, students, families and groups. To become a volunteer, please complete the application. ****Must be 18 years or older to volunteer****



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Dress Code

Academy of Excellence is a mandatory uniform school. The uniform policy is designed to assist in promoting safety, instill pride, respect, and easily identify our students. All students are expected to wear uniforms daily and neatly. AOE Dress Code will be fully enforced by all members of the Administration, Faculty, and Staff.

SHIRTS worn must meet the following criteria:

- ✓ COLLARED, SOLID COLOR, SHORT/LONG SLEEVE
- ✓ White, Maroon, and Navy.

PANTS worn must meet the following criteria:

- ✓ SOLID BLACK, BLUE OR KHAKI
- ✓ Pants MUST BE WORN AT THE WAIST AT ALL TIMES. Showing undergarments is not only strictly prohibited, but is against the law as stressed by Florida Senate Bill 228. In order to achieve this purpose, we STRONGLY RECOMMEND the use of a BELT.

OUTERWEAR (Hoodies, Sweatshirts, Sweaters, Windbreakers or Jackets) worn must meet the following criteria:

- ✓ Any OFFICIAL COLLEGE/UNIVERSITY outerwear
- ✓ SOLID COLOR/NO GRAPHICS
- ✓ White, Maroon, or Navy.

SKIRTS, SHORTS, AND SKORTS

- ✓ SOLID BLACK, BLUE OR KHAKI
- ✓ Must be fingertip length, NO “baggies or cargo style” shorts. Shorts must be worn at waist level.

SHOES

- ✓ Closed-toe shoes must be worn at all times.
- ✓ Socks or tights are required with all shoes.
- ✓ Cowboy boots, “Jelly” shoes, Uggs, Crocs and slick-soled shoes, sandals and any shoes with wheels are unsafe on playgrounds and climbing equipment and are not allowed at school.



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Unacceptable attire:

- × Overly revealing clothes such as bare-midriff
- × Spaghetti-strap tops
- × Tube tops
- × Sheer clothing
- × Shorts or skirts above fingertip length,
- × Tights or spandex worn as outerwear
- × Torn or frayed clothes or hems
- × Visible underwear
- × Clothing or personal items such as t-shirts with logos or ads that support alcohol, drugs, gangs, profanity, sexual conduct or violence;
- × P.E. attire worn during the day.
- × Sandals or steel-toed shoes
- × Heels over 1-inch high
- × Shoes without socks. Stockings, or tights.

Students wearing ATTIRE deemed inappropriate and unacceptable for school will not be permitted to attend class until properly attired. If there is a question on whether a particular garment or style is acceptable, do not wear the item until it has been approved by the administration.

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Standards of Conduct

Citizenship Helping to create a society based upon democratic values including rules of law, equality of opportunity, due process, reasoned argument, representative government, checks and balances, rights and responsibilities and democratic decision-making, e.g., obeying classroom and school rules.

Cooperation Working together toward goals as basic as human survival in an increasingly interdependent world, e.g., being a member of the team on the athletic field.

Fairness Treating people impartially, not playing favorites, being open-minded, and maintaining an objective attitude toward those whose actions and ideas are different from our own, e.g., treating people the same, regardless of their ethnicity, race, religion, gender, or physical condition.

Honesty Dealing truthfully with people, being sincere, not deceiving them or stealing from them, not cheating or lying, e.g., doing one's own work when taking a test or working on an individual assignment.

Integrity Dealing truthfully with people, being sincere, not deceiving them or stealing from them, not cheating or lying, e.g., doing one's own work when taking a test or working on an individual assignment.

Kindness Being sympathetic, helpful, compassionate, benevolent, agreeable and gentle toward people and other living things, e.g., helping a fellow student who has been injured.

Pursuit of Excellence Doing your best with the talents you have, striving toward a goal and not giving up, e.g., putting forth one's best effort when taking an exam or doing homework.

Respect Showing regard for the worth and dignity of someone or something, being courteous and polite, and judging all people on their merits. Respect takes three major forms: respect for oneself, respect for other people, and respect for all forms of life and the environment, e.g., practicing acceptable manners in the school cafeteria.

Responsibility Thinking before you act and being accountable for your actions, paying attention to others, and responding to their needs. Responsibility emphasizes our positive obligations to care for each other, e.g., performing a community service project.



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Student Conduct

Academic Integrity, Plagiarism, and Cheating

Definition of Academic Dishonesty

Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

Cheating of any kind will not be tolerated. The first time the student is caught, the student will receive a **0 for the assignment**, disciplinary action will be taken, and the parents will be notified. The second time a student is caught cheating, the student will receive a zero for the marking period, disciplinary action will be taken, and parents will be notified. In the event the student is caught a third time, a meeting will be held to determine the future of the student at Academy of Excellence.

Drug-free School

MPCDI Academy of Excellence is a Drug-Free School.

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

Any possession or use of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited. Paraphernalia associated with controlled substances is prohibited.

A violation of this policy occurs when any student, teacher, administrator, other school personnel, or member of the public uses or possesses alcohol, toxic substances, controlled substances, or medical cannabis in any school location.

Exceptions are for person(s) who has a currently accepted medical use in treatment in the United States and the person has a physician's prescriptions for the substance.

Students who have a prescription from a physician for medical treatment, except medical cannabis, must provide a copy of the original to administration.

No person is permitted to possess or use medical cannabis on a school bus or van; or on school grounds. Students who violate the policy shall be subject to discipline that may include suspension or expulsion from the school, the student may be referred to a drug or alcohol assistance or rehabilitation program and/or law enforcement officials when appropriate.



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***Bullying* - DISTRICT POLICY AGAINST BULLYING AND HARASSMENT**

Bullying, harassment, and intimidation by students, school employees, visitors, or volunteers is prohibited and will not be tolerated.

During the investigation of any bullying and/or harassment allegation, the principal/designee or appropriate area/administrator should take appropriate actions to protect the complainant, alleged victim, other students or employees consistent with the requirements of applicable Board Policies, regulations, and statutes.

Bullying and Harassment Defined

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.

Bullying may involve, but is not limited to: 1. Teasing 2. Social exclusion 3. Threats 4. Intimidation 5. Stalking 6. Physical violence 7. Theft 8. Sexual, religious, or racial harassment 9. Public or private humiliation 10. Destruction of Property 11. Cyberstalking 12. Cyberbullying 13. Hazing

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee who:

1. places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2. substantially interferes with a student's educational performance, opportunities, or benefits, or 3. substantially disrupts the orderly operation of a school.

Bullying and Harassment also includes:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment.

An act of bullying or harassment that is not made in good faith is considered retaliation. 2. Perpetuation of conduct listed in the definition of bullying and harassment by an individual or group with intent to demean, dehumanize, embarrass or cause emotional or physical harm to a student or school employee by:
a. Incitement or coercion
b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, computer network, electronic or wireless devices on or off school grounds to bully or harass that jeopardizes student or school employee safety or disrupts the learning environment within the scope of the district school system.
c. Acting in a manner that has an effect substantially like the effect of bullying or harassment.



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Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

HOW TO REPORT BULLYING/HARASSMENT ANONYMOUSLY

If you have information regarding bullying/harassment and would like to report this information anonymously, you may do so by:

1. Contact the school staff/administration.
2. Texting anonymously to 274637 (CRIMES) and type in the words: Be safe and then you report.

Inappropriate Behavior

WEAPONS POLICY

A dangerous weapon is any device [designed, used, or attempted to use] to injure a person. Possession of a dangerous weapon will result in an immediate suspension and/or may result in an expulsion and/or police may be notified. This may include knives of any size. In addition to this school rule we are required to follow the following law.

Weapons Law

Students, who possess any of the following items, but not limited to this list, are subject to automatic expulsion of a minimum of 180 school days by the Board of Education under Michigan law: Dagger, Dirk, Firearm, Iron Bar, Knife (blade over three inches), Knife that opens by a mechanical device, Brass Knuckles, Stiletto, etc. Firearms "Firearm" means any weapon (including a starter gun) which will (or is designed to or may readily be converted to) expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any other destructive device, such as any explosive, incendiary or poison gas bomb, grenade, rocket, missile or similar device.

Weapon Free School Zone "Weapon free school zone" means school property (building, play field or



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property used for school purposes to impart instruction to children or used for school sponsored events, and includes the area up to 1,000 feet surrounding school property), or a vehicle used by the school to transport students to or from property.

STUDENTS VIOLATING THE DANGEROUS WEAPONS, FIREARMS OR WEAPON FREE SCHOOL ZONE RULES WILL BE IMMEDIATELY SUSPENDED FOR TEN SCHOOL DAYS AND WILL BE RECOMMENDED TO THE BOARD OF EDUCATION FOR EXPULSION (WILL NO LONGER BE ALLOWED TO ATTEND REED CITY SCHOOLS).

Student Internet Safety

ALERT: UTILIZATION OF THE INTERNET AND INAPPROPRIATE USE OF COMPUTERS

Over the past few years, computers have become common household devices and popular in our schools and media centers. Students are encouraged to use computers, networks, and online telecommunication such as the Internet and electronic mail (e-mail). While exercising the right to use available technology, students must be aware of their responsibility as users. Technology advancement has provided students with access and the opportunity to commit offenses that violate the Code of Student Conduct.

When using electronic devices for the purposes of learning consistent with the educational objectives of the District during the instructional day, students must comply with rules.

The following are examples of improper uses of technology and are violations of the Code of Student Conduct:

- Using the network to send or receive obscene or lewd material;
- Using the network to make threats against anyone or the school;
- Sending electronic mail that threatens to do bodily harm to another student that might be considered assault or cyberbullying;
- Downloading pirated software (comparable to stealing);
- Willfully and knowingly obtaining unauthorized access to or “hacking” into the school’s computer system (constitutes vandalism);
- Using, without authorization, school property, a school computer or other electronic device, and damaging a school’s computer system or causing the computer to “crash” (constitutes a “computer-related” crime leading to criminal charges).

These are only a few examples of violations committed through electronic means. The school administration will evaluate and determine the appropriate level infraction under the Code of Student Conduct.



Accountability

BEHAVIORS THAT MAY RESULT IN CRIMINAL PENALTIES

The following behaviors are grounds for corrective strategies by the school and may also result in criminal penalties:

- Illegal use, possession, or sale of controlled substances while on school grounds or attending a school function;
- Use of a wireless communication device in the commission of a crime;
- Possession of a firearm or weapon while on school grounds, school bus or at a school function;
- Violence against any district School personnel;
- Disruptive behavior on a school bus, or at a bus stop, or other violation of the School Board's transportation policy;
- Violation of the School's sexual harassment policy;
- Making a threat or false report involving destructive devices or explosives directed against a school, school personnel property, school transportation, or school-sponsored activity; and
- Sexting
- Hazing

Notice of the potential for criminal charges for these offenses is required by Florida Statute 1006.07; however, students and parents/guardians should be aware that any criminal offense could result in criminal prosecution and penalties.



General School Information

Calendar

2020–2021 School Calendar School begins August 31, 2020 and ends June 9, 2021. Be aware of any notices sent home that may be found contrary to the [Miami-Dade County Schools calendar](#).

Important Dates to remember

August 24, 2020	Teacher planning days; no students in school
August 31	First Day of School; begin first semester
September 7	Labor Day; holiday for students and employees
September 28	Teacher planning day; no students in school
October 22	End first grading period; first semester
October 23	Teacher planning day, no students in school
October 26	Begin second grading period; first semester
November 3	Teacher planning day; no students in school
November 11	Observation Veteran’s Day; no school
November 25	Teacher planning day, no school
November 26	Thanksgiving; holiday for students and employees
November 27	Recess Day
December 21, 2020	Winter recess for students and employees
January 1, 2021	
January 18	Observance of Dr. Martin Luther King, Jr.’s Birthday; holiday for students and employees
January 22	End first semester and second grading period
January 25	Begin third grading period second semester
February 15	All Presidents Day; holiday for students and employees
March 25	End third grading period; second semester
March 26	Teacher planning day; no student in school
March 29- April 2	Spring recess for students and all employees
April 5	Begin fourth grading period; second semester
May 28	Teacher planning day; no student in school
May 31	Observance of Memorial Day; holiday for students and employees
June 9	Last Day of School; end fourth grading period; second semester
June 10	Teacher planning day
June 14 – July 18	Summer and Make Up School (8am to noon)

Job Category	Beginning Date	Ending Date
All Instructional Staff	August 19, 2020	June 10, 2021
Assistant Principals/Administration	August 12, 2020	June 17, 2021
Cafeteria Managers	August 14, 2020	June 10, 2021
Cafeteria Workers (part-time)	August 24, 2020	June 9, 2021



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ANNOUNCEMENTS

Daily announcements will be read during homeroom and posted outside the office. School personnel may use hall bulletin boards to post information. The principal must approve anything placed on any bulletin board by non-staff.

Canceling School Operations

Occasionally school is cancelled during the school year. Usually school closings are weather related. There are other situations that may require school to close such as mechanical failures, police mandates, and sickness. For information about school closings during the school year tune to your local television or radio stations or notification from school administration.

FIRE, TORNADO, LOCKDOWN, AND EVACUATION PROCEDURES

Maps of routes and destinations are posted in each room. Move quietly and quickly. Teachers will take roll when students are outside and at least 75 feet from the building. We will have six fire drills, two lockdown drills, and two tornado drills per school year. Evacuation procedures are the same as fire procedures, except students will be moved to an area away from the school. Students must stay with their teacher.

LOST AND FOUND: Lost and found items are located in a box in the back area near the copy machine of the main office entryway. Any item not claimed within 30 days will be donated to a local charity or discarded.

CELL TELEPHONE: Students are not allowed cell phones in the School and they will be taken from them and kept in the school office until time for them to leave the school's premises, if discovered. Parents must fill out a permission form requesting their child to have a cell phone during school hours with the understanding that the cell phone will be kept in the office during the school hours and given to the child when school has ended, as they leave the campus.

THERE WILL BE NO EXCEPTIONS TO THIS RULE. VIOLATIONS may result in detention, suspension, expulsion and/or parent teacher conference.



Required Signature/Acknowledgement Page

Dear Parents and Students: You have just reviewed the Academy of Excellence Student/Parent Handbook. We have attempted to cover all the important rules, requirements, and procedures for which you are responsible during this school year. Your success at the Academy is equal to your effort and desire. Please sign and return the bottom section of this page to the Academy office listed below within 30 days of your enrollment in the school. We are looking forward to another great year at Academy of Excellence.

(This bottom section must be returned to the Office Administrator.)

.....

We have read and reviewed the Academy of Excellence Student/Parent Handbook. In signing, we indicate an awareness and understanding of the school practices and procedures set forth herein.

Student's Signature: _____ Date: _____

Student's Printed Name: _____

Parent's Signature: _____ Date: _____

Parent's Printed Name: _____

Sign and return to:

MPCDI Academy of Excellence 740 NW 58th Street Miami, FL 33127

Phone: (305) 754-1132/(786) 536-4182 / Fax (786) 502-3612