

MIAMI-DADE COUNTY PUBLIC SCHOOL
UNIVERSAL PARENT/STUDENT HANDBOOK



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Dismissal

Early Dismissal

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Elevator

Emergency Contact Information

Fieldtrips

Homework

Interscholastic Athletics/Intramurals 4 Tf1 0 0 1 72.024 500.95 Tm0 g2.022.024 500.95 Tm0 g0 G(l)-4(nter

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School Class Pictures Process

School Transportation

Special Education/Section 504

Student Records

Student Success Centers

School Volunteer Program

The Parent Academy

Verification of Residency

Appendix A - School Calendars

Appendix B – Florida Statutes and ETQ EMC /Span #M47Ts Pol2sam4g6 Pol2sam4g6 Pol2su ndix B

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Message from the Principal

AMERICAN SENIOR HIGH SCHOOL EXCELLING WITH STRENGTH THROUGH DIVERSITY!

Welcome back! The 2022 . 2023 school year is upon us and unlike previous years, it promises to be one that American Senior High School has never seen before. The effort and work that the custodial staff has put forth has made a difference in the overall aesthetics of the school site, the school looks fantastic. The cleanliness and upkeep of both the interior and exterior of the building is nothing less than spectacular. The halls are shining, and the grounds are well-manicured. American is truly showing its colors . red, white, and blue!

Teachers have been preparing to receive the students for a successful school year. Teachers have been given guidelines promoting standards and expectations. In addition, they have been made aware of new initiatives launched by the district, M-DCPS, as well as by the school. Similarly, the data generated during the 2021 . 2022 school year has been analyzed and discussed to ensure that students are accurately placed and that instructional practices needed to help students move in a positive direction and achieve their academic goals are imbedded in the classroom.

As it has been in years past, the administrative team has had a long summer, yet a very fruitful one. The administrative team has been working diligently to provide parents, students, and staff with an institution that is worthy of their expectations. Apart from having the building cleaned and ready to receive students, the administrative team has been working hard to find teachers to replace open positions vacated by former teachers. In all, 9 new teachers, 1 new custodian and 1 new treasurer, some new to the profession and others transfers from other locations, have been hired at American Senior for the upcoming year. This continues to give American a different look and an opportunity to grow and improve on our abilities to best serve our student body.

Through our partnership with Miami Dade College (MDC), students can take a Dual Enrollment course at American as well as join our Dual Enrollment program, beginning as early as 9th grade, where students attend classes at MDC after school and on Saturdays throughout their high school career. This program affords our students the opportunity to earn college credits and graduate high school with their associate degree. Aside from Dual Enrollment, American Senior High School offers 3 Advanced Placement (AP) courses, 5 Pre-AICE courses, and 12 AICE courses. Students who successfully complete the Cambridge at American Program will not only earn college credits but will also graduate high school with their AICE Diploma, which is highly regarded



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a unified message to our students. Parents are asked to please continue to support their children and help them become responsi



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VARGAS, MARISOL	Student Services	176689@dadeschools.net
VARGAS, STEFANI	Mathematics	335827@dadeschools.net
VAZQUEZ, NORBELIA	Science	vazquez70@dadeschools.net
WANTON, VALARIE	Language Arts	vwantoncurry@dadeschools.net
WISNISKI, VICTOR	Vocational	216908@dadeschools.net
WOLFSON, DONNA	Mathematics	dwolfson@dadeschools.net

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Feeder Pattern Schools

Elementary Schools

Joella C. Good
Palm Spring North
Spanish Lake
Charles D. Wyche

Middle Schools

Lawton Chiles
Country Club

School Information

Bell Schedule

Early Sig gdn 2reg qh 418) - (W) / 110 G () JE 607 / Lan e EMC / Span g 1 / Spa e MC e EMC se 8) - B1 (



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within the final thirty (30) minutes of the school day unless authorized by the principal or

Late Arrival

Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardiness may result in loss of privileges, detention, parent conference, and/or suspension.

Lost and Found School Policy

Lost and Found is located in the Main Office. Students must see the staff member seated at the front desk.

Important Dates

Grade Level Orientations &

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Academic Programs – Student Progression Plan (SPP), School Board Policy 5410

Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, kindergarten through grade 12 and adult education. The information presented in this document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and Policies established by The School Board of Miami-Dade County.

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The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.

Differences in age and maturity are recognized in determining the types of corrective strategies to be taken. However, the procedures outlined in the COSC apply to all students under the jurisdiction of Miami-Dade County Public Schools. The COSC is in force during regular school hours, while students are being transported on a school bus and at such times and places . including but not necessarily limited to school-sponsored events, field trips, athletic functions and other activities . where appropriate school administrators have jurisdiction over students.

Principals are authorized to take administrative action whenever a student's off-campus conduct poses a threat or danger to the safety of other students, staff, School Board members, any other members of the District Community, or school property may constitute behavior that has a substantial adverse impact on the educational environment requiring disciplinary action. Types of behaviors range from acts that disrupt the orderly operation of the classroom, school functions, and extracurricular activities or approved transportation to the most serious acts of misconduct and violent actions that threaten life.

The Code of Student Conduct outlines expected student behavior and a multitude of corrective strategies should misconduct occur.

The COSC addresses students' rights and responsibilities pertaining to the right to learn; attendance; students' records; grades; free speech, expression and assembly; and publications. It also outlines parents' rights in regard to assuring their child's opportunity for an education.

Students or parents having problems interpreting the COSC should address concerns through the school principal. Additionally, should the concerns not be resolved at the school level, an appeal can be made at the region office and subsequently to the District.

The Code of Student Conduct can be accessed by going to the following website:



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Each of the 17 Community Education Centers offer classes for individuals of all ages, skill levels



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dismissal. All other students exit from the front of the school and either walk, ride bike, take a private or public bus, or are picked up by their parent/legal guardian.

Early Dismissal

In the case of divorced or separated parents, the enrolling parent shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day.

EESAC

The Educational Excellence Advisory Council (EESAC) is the sole body responsible for final decision making at the school relating to the implementation of the components of the School Improvement Plan. The EESAC work together to accomplish the goals of the school by:

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Homework

Principals are encouraged to work with teachers and parents to implement 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).

Interscholastic Athletics/Intramurals

Senior High School offers a variety of competitive athletic sports for students. See Athletic Director for details.

The guidelines below must be followed for a student to represent American Senior High School in interscholastic athletics:

- Maintain an Academic/Conduct GPA - 2.0 or higher
- A student who reaches **the age of 19 prior to July 1st shall become permanently ineligible**
- Good Attendance (maintain less than 10 absences and 20 tardies)
- Athletic Physical FM-3439 (completed by a licensed physician)
- Purchase School Board approved student accident insurance and/or football insurance. Prospective student athletes, please contact the Athletic Business

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The parents and student must also sign the *Contract for Student Participation in Interscholastic Competitions or Performances*. The District also has policies concerning transfer students and participation in athletics. If a parent has questions concerning these policies, he or she should contact the Division of Athletics, Activities and Accreditation.

LGBTQ Support

The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation or gender identity. Every student has the right to learn in a safe and accepting school environment and schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender nonconforming students. M-DCPS has established the Students Allies for Equity (SAFE) Network with liaisons in every school who are trained to ensure that all students have equitable access to all aspects of school life in ways that preserve and protect their dignity. SAFE Network resources for students, educators, parents, and families may be found at <http://studentservices.dadeschools.net/#!/fullWidth/3675>

Mealtime Environment

School lunchtime should be an opportunity to encourage healthy lifestyle, promote socialization that will affect early behaviors.

The Department of Food and Nutrition serves healthy meals daily. Please visit nutrition.dadeschools.net for details on menus, programs, and services.

Free Student Meals

All students enrolled in district managed sites will have access to school meals at no charge.

Meal Program Information

All school meal information is available on the district website and at nutrition.dadeschools.net.

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Mental Health Services

Miami-Dade County Public Schools established The Department of Mental Health Services to expand school and community-based mental health services and resources and to ensure ongoing coordination of services to further support the emotional and mental well-being of students. The programs in place provide prevention initiatives, intervention services for students and family support for students who may be experiencing a mental health challenge. Students in need of intensive services can receive support from contracted agencies at no cost to families. For assistance contact your child's school, the Parent Assistance Line at (305) 995-7100 or visit <https://mdcpsmentalhealthservices.net/>.

Newsletters

Connection Newsletter

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for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include emergency drills (active shooter, hostage, & bomb drills), the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary, the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parents/guardians to remember during a Critical Incident are as follows:

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
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Threat Assessments

Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessment. Schools must establish a Threat Assessment Team (TAT) comprised on an administrator, counselor, teacher, and law enforcement officer. A threat assessment is a problem-

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School Club List

5000 Role Models	Mr. Bethel	cbetheljr@dadeschools.net
AP Runners	Ms. Perez	aniperez@dadeschools.net
Art	Mr. Mila	lmila@dadeschools.net

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School Center for Special Instructions (SCSI)

School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an interim alternative educational setting to suspension from school. SCSI is designed to provide strategies and resources to students focused on learning new behavior skills. When misconduct in a class result in an assignment to SCSI, the student should be reassigned from only the class in which the misconduct occurred. Continued misconduct can result in the reassignment from all classes.

School Class Picture Process

The school class picture monies will no longer be collected by school staff for this activity.

At no time, shall a staff member, parent, volunteer, or member of a school-allied organization such as the PTA handle school class picture monies.

School Transportation

Miami-Dade County Public Schools will transport approximately 35,000 students a day this school year, using a fleet of 999 buses on 800 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for students with special needs in some instances.

Before school begins, parents/guardians of all students eligible for bus transportation should log

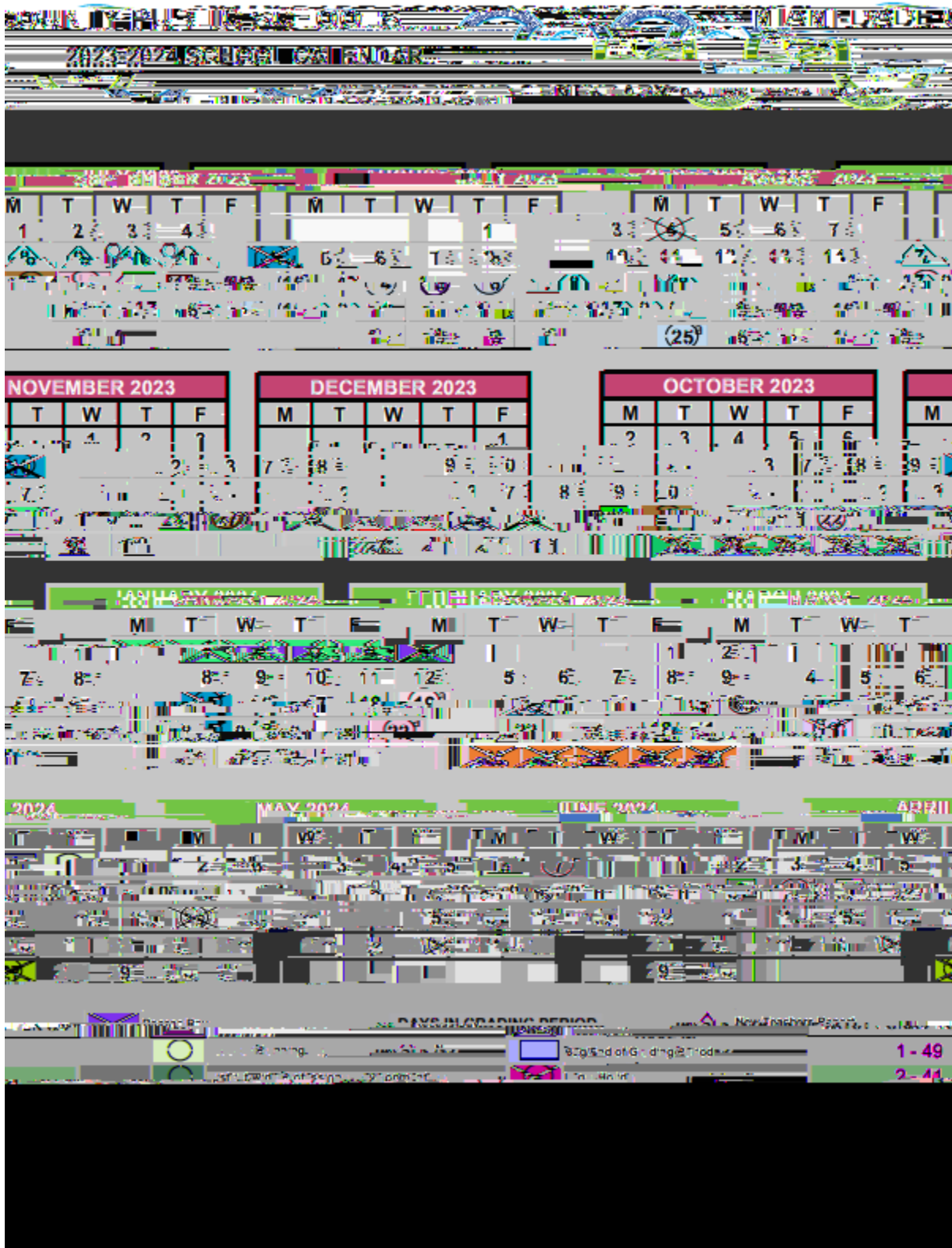
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APPENDIX A – School Calendars



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STUDENT SERVICES DEPARTMENT

Ending Date	Job Category	Beginning Date
June 7, 2024	Teachers new to the system	August 7, 2023
June 13, 2024	Assistant Principals and 10-month clerical	August 7, 2023
June 7, 2024	Cafeteria Managers	August 9, 2023
June 6, 2024	Satellite Assistants	August 12, 2023
June 6, 2024	Principal Assistants	August 12, 2023
June 6, 2024	Administrative Assistants	August 12, 2023

Teachers/paraprofessionals and school support personnel may only work on weekends, August 10-14, 2023, on June 7, 2024.

The month clerical and clerical employees may only work on weekends, August 10-14, 2023, on June 7, 2024.

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Academics

2235 - MUSIC, ART, AND PHYSICAL EDUCATION

- o Music, art, and physical education are fundamental subjects in the school's development. Art and Music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and social skills.

2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION

- o Students are encouraged to participate in

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2432 . DRIVER EDUCATION

- The driver education program is designed for high school students who elect to participate in any of the available state approved driver education courses and that the purpose of the p

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Accident Reports/Incident Reports/School Safety

1139 EDUCATOR MISCONDUCT

- Within 24 hours after notification to the Superintendent or governing board chair of a charter school by a law enforcement agency that an employee has been arrested for a felony or misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the school principal or designee shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.

3213 -

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- Requires the registering parent to submit truthful and accurate information in accordance with current court orders related to parenting matters.

5114 - FOREIGN STUDENTS

- Entry requirements into schools are the same for all students, regardless of country of birth and immigration status. All students will register at the school of the actual residence of the parent in the attendance area as approved by the School Board.

5320 . IMMUNIZATION

- All students shall be immunized against polio, measles-mumps-rubella (MMR) diphtheria, pertussis tetanus (DTaP), hepatitis B, and varicella (chicken pox). All students are required to receive the varicella vaccine. This policy applies to students who currently attend school in the District and those eligible to attend.
- A student who has not completed the required immunization will not be admitted to school.
- The Centers for Disease Control (CDC) also recommends students should receive an annual flu vaccine by the end of October, and all eligible students are encouraged to

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This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the School Board.

5517.01 - BULLYING AND HARASSMENT

- The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools, with bullying defined as systematically and chronically inflicting physical or psychological distress on one or more students.
- The School Board is committed to providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, School Board employees, visitors, or volunteers.
- This policy provides the steps to individual complaints of bullying and harassment and the process for addressing the complaints.

5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS

- Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their principal. Additionally, they may file the complaint directly with the Region Office or the Office of Civil Rights and Compliance (CRC).
- All complaints involving student to student harassment, except sexual harassment, will be first investigated at the school site. If such complaints are made directly to the District Office, the Region Office or the CRC Office, they will be referred to the school site for the initial investigation. Complaints of sexual harassment of a student will be investigated by the CRC Office with support from the school in accordance with the Harassment Manual. For more information, please contact CRC at (305) 995-1580 or visit <http://hrdadeschools.net/civilrights>.
- This policy provides the steps to individual complaints of discrimination and harassment based on protected categories and the process for addressing the complaints.

Attendance Policy/School Hours

5200 . ATTENDANCE

- Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade

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prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.



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model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures.

- o Furthermore, it should also be noted that behaviors committed on or off the school campus may be violations of the COSC and may also be violations of Florida law. These violations may result in disciplinary actions imposed by local law enforcement authorities, in addition to those of the school/district. The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students, including assignment to an interim alternative educational setting pursuant to the Code of Student Conduct and, in

5511 - DRESS CODE AND SCHOOL UNIFORMS

- o Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their schoolwork shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

Digital Conversion/Social Media

7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS

- o The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

Equal Opportunity

2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

- o The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or School Board Policy.

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5111.01 - HOMELESS STUDENTS

- The District Project UP-START program serves children and274(an)tr

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Food & Nutrition/Wellness Policy

8500 - FOOD SERVICES

- o The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students and provide school food services that promote desirable eating habits.

8510 - WELLNESS POLICY

- o The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
- o The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.
- o The District Wellness Policy provides guidelines for food sold on campus for fund raising activities.

8531 - FREE AND REDUCED-PRICE MEALS

- o Starting School Year 2022-2023, all students will receive school meals (breakfast and lunch) at no charge as the district has adopted the United States Department of Education's National School Lunch Program Reauthorized Act of 2010.

Fundraising

5830 . STUDENT FUNDRAISING

- o Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.
- o No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.

6605 . CROWDFUNDING

- o Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.

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9211 - SCHOOL - ALLIED AND OTHER OUTSIDE SUPPORT ORGANIZATIONS

- The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

Health Screening

2410 - SCHOOL HEALTH SERVICES PROGRAM

- The health services provided by the District shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed.
- Vision, hearing, scoliosis, and growth and development screenings are conducted based on mandated grade levels. Screenings do not substitute a thorough examination in a medical providers office. Parents/guardians must provide the school with consent for health services.
- School principals shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination and school or law enforcement personnel must make a reasonable attempt to contact a mental health professional prior to initiating an involuntary examination, except where there is an imminent danger to the student or others.

Homework

2330 - HOMEWORK

- Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. Assignments should be based on the development of thinking skills, and focus on the application of knowledge.

Internship

2424 - STUDENT INTERNSHIPS

- Student participation in an internship program authorized by the High School to Business Career Enhancement Act may serve as a positive educational experience and provide a foundation for future employment opportunities.

Parent Choice Student Transfers

2431 - INTERSCHOLASTIC ATHLETICS

- All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
- All high schools shall be members of and governed by the Florida High School Athletic Association (FHSA) rules and regulations and shall comply with the eligibility requirements established by the FHSA.

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5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY
COMMITTEE

- The assignment of students to District schools shall be consistent with the best

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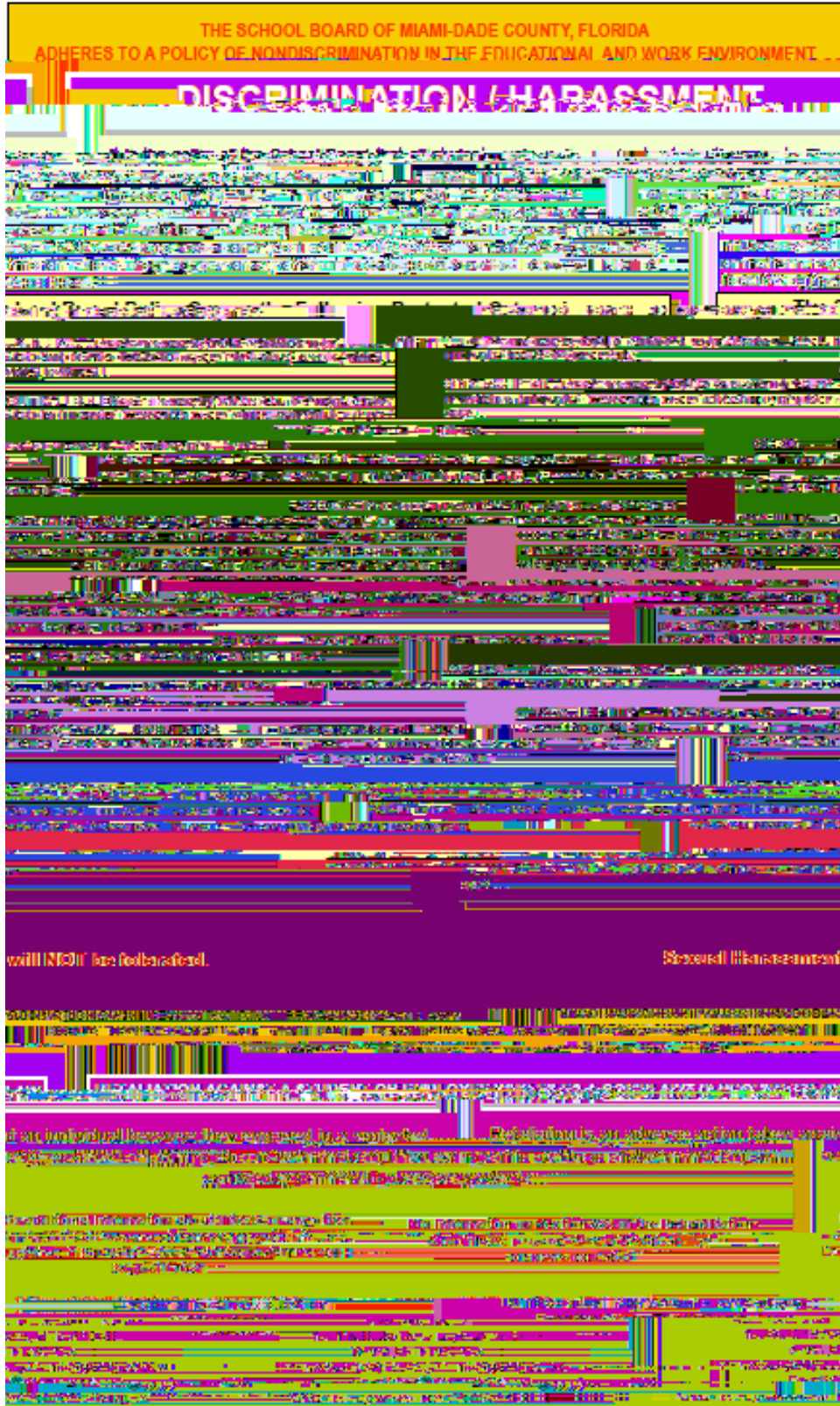
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Title I – Schoolwide Program

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APPENDIX D – Discrimination/Harassment Poster and Policy



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Non-Discrimination Policy

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

The
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Title III of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, religion, or national origin. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, religion, sex, or national origin. Title VIII of the Civil Rights Act of 1968 prohibits discrimination on the basis of race, color, or national origin in housing. Title X of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XI of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XII of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XIII of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XIV of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XV of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XVI of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XVII of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XVIII of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XIX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XXI of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XXII of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XXIII of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XXIV of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XXV of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XXVI of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XXVII of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XXVIII of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XXIX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education. Title XXX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education.

