



**North Dade Center for
Modern Languages**

The School Board of Miami-Dade County

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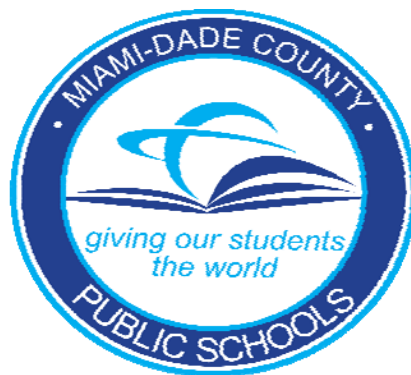


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North Dade Center for Modern Languages

MESSAGE FROM THE PRINCIPAL

August 18, 2014

Dear Parents and Students:

It is with great pleasure that I welcome you to one of the finest magnet programs of Miami-Dade County Public Schools, the North Dade Center for Modern Languages (CML).

As the principal of CML since December 1991, I have seen our school achieve a solid reputation for excellence nationwide, statewide and locally. Our school community has received the high honor of being named a National School of Excellence, 1992; *REDBOOK'S "America's Best Schools," 1995; Art In Public Places, 1996; The School Board of Miami-Dade County, Florida, Platinum Award, 2001 – 2009; Magnet Schools of America: School of Merit, 1995 & 2001; School of Distinction and Excellence, 2003 – 2012; and a consistent school grade of "A" in the State of Florida from 1998 to 2013.

I am asking that you please take time to discuss the contents of this handbook in order to become familiar with our school's policies and procedures. If any questions should arise concerning your child, feel free to call me for a conference.

We are all looking forward to a very successful educational journey, and your joining in the team spirit will help us maintain our high standards and expectations.

Sincerely,

Dr. Maria A. Castaigne
Principal

North Dade Center for Modern Languages

MISSION STATEMENT

In this millennium, North Dade Center for Modern Languages' faculty and staff have made a commitment to prepare its students for the challenges ahead by providing an education which builds upon the basic skills.

We encourage creativity and promote analytical and reflective thinking. It is hoped that our students will acquire multicultural experiences, and mutual respect on the road to becoming bilingual and biliterate citizens in an increasingly internationalized workforce.

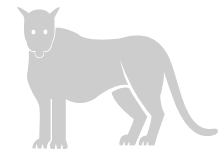
MOTTO

PREPARING GLOBAL THINKERS

FOR A MULTICULTURAL WORLD



Miami-Dade County Public Schools



MISSION STATEMENT

VISION

We are committed to provide educational excellence for all.

MISSION

We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.

CORE VALUES

Excellence

We pursue the highest standards in academic achievement and organizational performance.

Integrity

We build positive relationships through honesty, respect and compassion, which Enhance the self-esteem, safety, and well-being of our students, families and staff.

Equity

We foster an environment that serves all students and aspires to eliminate the Achievement gap.

Citizenship

We honor the diversity of our community by working as a team to ensure the educational success of all of our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.



MIAMI-DADE COUNTY PUBLIC SCHOOLS
2013-2014 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

July 2013					August 2013					September 2013				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2	3	4	5	6	
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20
22	23	24	25	26	19	20	21	22	23	23	24	25	26	27
29	30	31			26	27	28	29	30	30				

October 2013					November 2013					December 2013				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	5	6	7	8*	9	10	11	12	13
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
28	29	30	31		25	26	27	28	29	30	31			

January 2014					February 2014					March 2014				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
					3	4	5	6	7*	3	4	5	6	7
6	7	8	9	10	10	11	12	13	14	10	11	12	13	14
13	14	15	16	17	18	19	20	21	17	18	19	20	21	
20	21	22	23	24	24	25	26	27	28	24	25	26	27	28
27	28	29	30	31						31				

April 2014					May 2014					June 2014				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4				1	2	2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
28	29	30			26	27	28	29	30	30				

Florida Comprehensive Assessment Test® FCAT 2.0		
October 7 – 18, 2013	RETAKES* FCAT 2.0 Reading	11, 12, 13, Retained 10, and Adult
December 3 – 4, 2013	FCAT 2.0 Writing Prompt Field Test	4, 8, and 10
February 25 – 26, 2014	FCAT 2.0 Writing	4, 8, and 10
April 7 – 11, 2014	RETAKES* FCAT 2.0 Reading	11, 12, 13, Retained 10, and Adult
April 22 – 25, 2014**	FCAT 2.0 Mathematics FCAT 2.0 Reading FCAT 2.0 Science	3, 4, 7, and 8 3, 4, and 5 5, 8
April 22 – May 1, 2014	FCAT 2.0 Mathematics	6*
April 22 – May 1, 2014	FCAT 2.0 Reading	7* and 10*
April 28 – May 7, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading	5* 6*, 8*, and 9*

	New Teachers Report	Days in Grading Period
	Teacher Planning Day	1-47
	Teacher Planning Day No Opt	1-47
	Legal Holiday	2-45
	Recess Day	3-41
	Beg/End of Grading Period	4-47
	Secondary Early Release	

For information on employee opt days, please refer to back of calendar.

Activities

Clubs

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or non-curriculum-related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, non-curriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

Fieldtrips and Special Activities

Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a "no refund" policy will require schools to pay the full

amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

Parties in School

Any celebration at school must be previously pre-approved by the administration.

Fundraisers – Board Policy 5830

Fundraising activities must be conducted during non-instructional class time, preferably before and after school. An *Application for Fundraising Activity*, M-DCPS Form 1018 must be completed. Regional Center approval is required for any fundraising activity where collections take place outside of school grounds. This approval can be obtained by completing M-DCPS Form 5656, *Region Center Approval for Fundraising Activity (Community Sales)*.

Fundraising activities involving students working or providing services for community events or outside business organization for which compensation, monetary or otherwise, will be given, either to the students or the school, are not allowed to be conducted as school-sponsored /student fundraisers. Elementary school students are not allowed to participate in the sale of magazines.

Attendance Policy – Board Policy 5200

Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.

Excused School and Class Absences and Tardies

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. 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, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
3. Death in immediate family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and region, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others

4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

Bringing Pets to School

Students are not allowed to bring pets to school.

Arrival/Dismissal

<i>School Hours</i>	8:35 a.m. - 3:05 p.m. - <i>Grade 1 only!</i>
	8:35 a.m. - 4:05 p.m. - <i>Grades 2-5</i>

Don't forget that on **Wednesdays**, our school hours are 8:35 a.m. to 3:05 p.m. for all grades.

If a student is in a specific class/activity which requires him/her to report/to stay before/after the regular school hours, ***the parent/guardian is responsible for the student's drop off and/or pick up hours.***

Please make sure that your child does not arrive to school before 8:00 a.m. ***and does not stay in school after 4:05 p.m.*** This is a safety issue. ***We cannot provide security/supervision before 8:00 a.m. and after dismissal time! It is the parents'/guardians' responsibility to drop off and pick up his/her child at the appropriate time.*** We appreciate your anticipated cooperation in this matter!

Late Arrival – *Tardy after 8:35 a.m.

Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension. Late arrivals may be accrued and count towards unexcused absences.

Early Sign Out - Board Policy 5200

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 unless authorized by the principal or principal's designee (i.e., emergency, sickness).

Comprehensive Reading Plan

Elementary students are required to read at least five books or their equivalent during each nine-week grading period, including in-class independent reading and at-home reading. Students must also read for 30 minutes at home as part of their daily homework assignment. The length of the books and the complexity of the content may be taken into account when satisfying this requirement.

Common Core State Standards

The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.

Lost and Found

The Physical Education Storage Area has a box for lost and found items.

Messages and Use of Telephones

Any message received in the main office will be placed in the appropriate mailbox as soon as it is received by school personnel. Every effort shall be made not to disturb the learning environment.

Cafeteria - Food Cost:

Breakfast

All Students No charge

Adults \$2.00

Lunch		Reduced Price, Students	\$0.40
Elementary Students	\$2.25	Adults and non-students	\$3.00
Secondary Students	\$2.50		

Free Breakfast

The National School Breakfast Program was enacted to ensure that school children are being served a nutritious breakfast daily. Miami-Dade County Public Schools offers breakfast at no charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced meals at lunch.

Free/Reduced Lunch Program

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provide free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of school. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately the first twenty days of the next school year.

PAYPAMS

Miami Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay on-line via the internet or by telephone for their child's/children meals with a credit or debit card. The parent/guardians will create a lunch account on-line for the child and will be able to access the following:

- a. view the account balance
- b. schedule automatic payments
- c. receive low-balance e-mail reminders
- d. view a report of daily spending and cafeteria purchases

Cafeteria Rules (optional/customize)

- Keep in a single line
- Always be courteous to the cafeteria workers
- Always use acceptable table manners
- Discard the trash appropriately

Registration Procedures

Applications for Magnet Schools are available through the Internet, please go to: **PARENT PORTAL**, or visit WWW.MIAMIMAGNETS.ORG and follow directions. Upon completion of the application, remember to sign and send to the Magnet Office from October 1st through January 15th to be considered for a "random selection" in the upcoming school year. *After this date, accepted applications will be placed on a waiting list by date received at the Center. **Grade 1 applicants must be six years old on or before September 1st.***

School Requirements.

Contact the school to schedule an interview. Multiple criteria will determine eligibility for the school's World Languages and International Studies program.

Confidential Information

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records, and are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions

listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

Parent-Teacher Association (PTA/PTSA)

The **North Dade Center for Modern Languages Parent-Teacher Association** works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole.

Emergency Contact Information

Student Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information provided on the Student Data/Emergency Contact Card will enable school staff to contact the parent/guardian immediately in the case of an emergency. **Students may only be released from school to the persons listed on the emergency contact card after presenting picture identification.** No persons, other than school staff, will have access to the information submitted.

Halls/Hall Passes

Students should be seated in their classroom at the start of the class. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the Hall Monitors in the exercise of their duties and present a hall pass courteously when asked to do so.

At no time is a student to be out of the classroom during class without an official **Pass**. Teachers are not to give verbal permission for a student to exit the classroom.

Code of Student Conduct

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. On March 12, 2008, the School Board approved a newly revised Code of Student Conduct (COSC). The revised COSC identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English, Haitian or Creole and Spanish versions of the document on the M-DCPS Website located at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> or you may request a copy from your child's school. The Spanish version of this document will be forthcoming.

Code of Student Conduct – Elementary

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

LEVEL I Behaviors are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.

LEVEL I

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must select at least one of the following strategies from **PLAN I**. Principals may authorize use of **PLAN II** for repeated, serious or habitual **Level I** infractions.

PLAN I

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

Level II Behaviors are more serious than Level I because they significantly interfere with learning and/or the well-being of others.

LEVEL II

Seriously Disruptive Behaviors

- Cheating/Misrepresentation
- Confrontation with a staff member
- Defiance of school personnel

RANGE OF CORRECTIVE STRATEGIES

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

PLAN II

- Parent/guardian contact **

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

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

LEVEL III

Offensive/Harmful Behaviors

RANGE OF CORRECTIVE STRATEGIES

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

PLAN III

- Parent/guardian contact***

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p>LEVEL IV Behaviors are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.</p>	<p>The principal or designee <u>must</u> use the following strategies from PLAN IV. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p>
<p style="text-align: center;">LEVEL IV</p> <p>Dangerous or Violent Behaviors</p> <ul style="list-style-type: none">• Battery against a non-staff member	<p style="text-align: center;">PLAN IV</p> <ul style="list-style-type: none">• Parent/guardian contact*• Suspension from school for one to ten days**

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

LEVEL V Behaviors are the most serious acts of misconduct and violent actions that threaten life.

LEVEL V

Most Serious, Dangerous or Violent Behaviors

- Aggravated assault

RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** use the following strategies from **PLAN V**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

PLAN V

- Parent/guardian contact **
- Suspension from school for ten days ***

Student Rights and Responsibilities

The rights and responsibilities presented in the Code of Student Conduct reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.

Dress Code – Board Policy 5511

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 school work 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.

Uniform Policy

The North Dade Center for Modern Languages operates under a mandatory school uniform policy. All the students are required to come to school with their uniforms. It is the parents' responsibility to ensure compliance with this guideline.

Cell Phones

Possession of a cellular telephone is not a violation of the Code of Student Conduct (COSC). **However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the CSC.**

Internet Use Policy – Board Policy 7540.03

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

Health Screening

Tuberculosis Clinical Screening - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

Scoliosis Screening (6th grade students – applies to K-8 centers) The Florida Legislature Statute, 381.0056 mandates scoliosis screenings to be performed annually for students in grade six. Consequently, your school has been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public Schools and Easter Seals Miami-Dade. A sample letter ([FM-4382](#)) notifying parents of the school's scoliosis screenings to be performed should be reproduced and sent to parent(s)/guardian(s) of students as soon as possible. This screening will be performed by trained Easter Seals personnel on a specified date.

Immunizations Requirements for School Entry:

1. a complete Florida Certification of Immunization – Blue Card Form DH 680 - according to grade level
2. State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

Insurance

The Student Protection Plan is designed to cover students or injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on the school premises. Participation in this program

is voluntary. The school will forward the 2011-2012 enrollment application and additional information to the parents.

Florida KidCare

Florida KidCare provides high quality, low cost health insurance for uninsured children aged birth to 18. KidCare includes MediKids, Healthy Kids, The Children's Medical Services Network (CMS) for children with special health care needs, and Medicaid.

*Miami-Dade County Public Schools is a recipient of a Boots on the Ground School Partnership contract for marketing and outreach services. In the coming weeks a variety of materials will be provided to schools to families to enroll their children in Florida KidCare. Go to www.floridakidcare.org for enrollment procedures.

Parent Portal

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see his/her information - including grades, attendance, and bus route information, and have access to the *Parent Resource* link, which takes you to sites such as Parent Academy, School of Choice, etc.

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new *Choice* application that will allow parents to indicate preferential school choice via the portal; and access to the *Supplemental Educational Services (SES)* component of the No Child Left Behind Act (NCLB).

The graphic features the Miami-Dade County Public Schools logo at the top left, a circular photo of a man and a child at the top right, and the word "Parents" in large, stylized letters across the top. Below this is the text "Parent Portal It is as easy as 1, 2, 3, 4". The instructions are numbered 1 through 4 in blue circles:

- 1** - Obtain your child(ren) Student Identification Number
- Obtain your 6 digit Parent Identification Number (PIN)
By visiting your child's school
- 2** Create a parent account, login to:
<http://myportal.dadeschools.net/parent>
- 3** It is recommended (after 24 hrs) to reset your password with password management P-Synch
- 4** Login to - Parent Portal for student grades, attendance, and important information

At the bottom of the graphic is the website address www.dadeschools.net.

Financial Obligations

All financial obligations incurred, i.e. school fees, textbook loss or damage, overdue or lost library books, must be paid in the school treasurer's office. **School policy is CASH only to meet financial obligations.**

Grade Reporting - Academic Grades

Academic grades are to reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct.

KINDERGARTEN GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
E	90-100%	Outstanding progress	4
G	80-89%	Above average progress	3
S	70-79%	Average progress	2
M	60-69%	Lowest acceptable progress	1
U	0-59%	Failure	0

GRADES 1-12	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

Conduct

Conduct grades are to be used to communicate to both students and their parents/guardians the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

Grade Point Average

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

- A = 3.50 and above
- B = 2.50 – 3.49
- C = 1.50 – 2.49
- D = 1.00 – 1.49

Interim Progress Report

Interim progress reports must be sent home at any time the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

Homework / Make-up Assignments

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the parent and the student to request the assignments from the teacher(s).

Out of Area Student Transfer – Board Policy 5131 (Not Applicable to CML - a full magnet school.)

However, for your information, all the students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved

by the Board. A student may request an out of area transfer if the student resides with parent or legal guardian, and a change of residence occurs. The Region Superintendent (or designated Region Director) may administratively assign or approve the reassignment or transfer of students when the Florida Inventory of School Houses (FISH) capacity of the receiving school is below 100 percent.

In the event a student with an Individual Educational Plan (IEP) requests to attend a school other than the school in which the student is enrolled, parent(s)/guardian(s) must meet with Region Center special education personnel to ensure that the programmatic needs of the student can be met at the requested school.

Permanent Records (Source: Student Educational Records Manual)

Miami-Dade County Public Schools maintains the records of students in PK-12 and adult/vocational students enrolled in high school completion programs or vocational programs of 450 hours or more. Permanent records consist of the following student information:

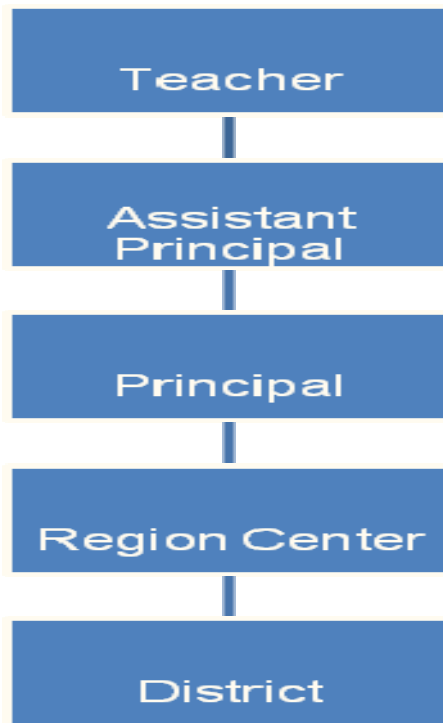
- a) pupil's or student's full legal name
- b) authenticated birth date, place of birth, race, and sex
- c) last known address of pupil or student
- d) names of pupil's or student's parent(s) or guardian(s)
- e) name and location of last school attended
- f) number of days present and absent, date enrolled, date withdrawn
- g) courses taken and record of achievement, such as grades, credits, or certification of competence
- h) date of graduation or date of program completion, including a statement of diploma, that is, standard, special, certificate of completion, or General Equivalency Diploma
- i) State and/or District standardized assessment/achievement test results, if required for graduation
- j) written records of access to the student's record
- k) Home Language Survey

Publications

The North Dade Center for Modern Languages publishes **The Global Adventure** (Winter and Spring) twice during the school year. In addition, students will take home the Monthly Calendar to keep our school community informed of important dates and events.

Procedures for Addressing Concerns

For issues involving an individual teacher or class, parents address their concerns to the following individuals in the order below.



School Center for Special Instructions (SCSI)

Due to the nature of the specialized center, magnet school of choice, CML does not have a School Center for Special Instruction (SCSI) as an alternative to suspension from school. Students are provided with student services. Parents, teachers, counselors and students work as a team to ensure that progressive discipline is accomplished through multiple strategies. However, at any time that misconduct in a class (or any other school area) results, the teachers have the right to have the student removed from only the class in which the misconduct occurred. Continued misconduct can result in removal from all classes.

Transportation Eligibility

Students will be assigned for transportation to and from school on a M-DCPS bus according to the District and Magnet Schools guidelines.

Safety and Security - The Emergency Operations Plan

Student and employee safety is a primary concern of the Miami-Dade County Public School (M-DCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools /community. All schools have a site specific plan to address all types of critical incidents. These plans address the individual needs of the school, and provide guidelines for devising methods 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 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 parent/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
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school administrators, Region Center Superintendents/Directors and all M-DCPS Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.

Accident Reports

Any student who witnesses an accident or is injured at school should report it immediately to school personnel.

Code Yellow/Code Red

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an "All Clear" announcement.

Closing of School

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

Fire Drills

Ten fire drills will take place according to the Miami-Dade County Public Schools Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher's instructions. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

Visitors

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice with the approval of the school principal. Visitors must first register with security at the main entrance, sign-in and produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

Elevator

The school elevator is to be used by individuals who are handicapped and cannot use the stairs.

Special Education

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent consents to initial placement.

Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team.

Students with disabilities who are eligible and require special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE).

The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information that has been provided through re-evaluation or by the parent/guardian.

Parent involvement in the special education process is very important. Parents will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years.

The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. The *Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents/guardians. This notice of procedural safeguards is made available to the parent.

Rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's student service provider will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

Student Services

Academic Advisement
Career Specialist
Clinic
Medication
Counselor Request
School Psychologist
School Social Worker
Speech Therapy

The Parent Academy

The Parent Academy is a free, year-round, parent engagement and skill building program of Miami-Dade County Public Schools (M-DCPS). The goals are to educate parents about the importance of their role; strengthen the family unit; unite families and schools; and inform parents of their rights, responsibilities and the educational opportunities available to their children and to them personally.

In addition, The Parent Academy provides classes and workshops for parents/guardians; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians.

Within this framework, The Parent Academy offers classes and workshops developed around the five subject area strands listed below:

- Help Your Child Learn (*Example: Passport to Success – 8 module series*)
- Parenting Skills (*Example: Positive Discipline*)
- Arts & Culture (*Example: Enrich Your Child through Arts and Culture in Miami*)
- Health and Wellness (*Example: Preventing Substance Abuse*)
- Personal Growth (*Example: Parent Portal*)

The Parent Academy “campus” is spread throughout every corner of this community, and offers free classes and workshops at over 250 local sites such as public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the *Course Directory* section on The Parent Academy’s Web site at www.theparentacademy.net. The Parent Academy staff members are available to provide parents/guardians, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

Volunteer Program

The School Volunteer Program is responsible for electronic registration, background checks and trainings of volunteers. There are two different levels of volunteerism.

Level 1 - complete a database background check	Level 2 - complete a fingerprint background check
<ul style="list-style-type: none">• Day chaperones for field trips• Classroom assistants• Math and/or reading tutors.	<ul style="list-style-type: none">• Certified Volunteers• Mentors• Listeners/Oyentes• Athletic/Physical Education assistants• Overnight chaperones.

Any individual interested in volunteering in Miami-Dade County Public Schools must:

- Show a current valid government-issued identification with picture.
- Show a social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

TITLE I ADMINISTRATION (Applicable to Schools in Title I Program)

The Title I Administration Parental Program helps parents/guardians become more engaged with their children's education, by building their capacity for involvement, thus ensuring a stronger partnership among the school(s) involved, parents/guardians, and the community, to improve student academic achievement. For this purpose, the Title I funded Community Involvement Specialists (CIS) or Community Liaison Specialists (CLS) at Title I schools, assist school-sites, the District and Region Centers in planning, implementing and delivering educational support programs and special projects, thus helping to meet District and school-site goals and objectives.

Parents/guardians of students in Title I schools are able to access information, brochures and documents regarding the components of the Title I Program that are listed below at the school site. Additionally, the documents named

below that are marked with an asterisk (*), will be distributed to parents by the school site, and are available in English, Spanish and Haitian-Creole.

PROGRAM COMPONENTS:

M-DCPS Title I Parental Involvement Plan

- *Title I Program Parent Notification Letter
- *Title I School's Parental Involvement Plan
- *Title I School-Parent Compact
- Title I Annual Parent Meeting -- "Open House"
- Title I District Advisory Council (DAC)
- Title I Region Centers Parent Advisory Council (PAC)
- Title I Homeless Assistance Centers (HAC) I and II Community Partnership for Homeless (CPH)
- Title I Migrant Education Program (MEP)
- Title I Challenging Higher Education for Students in our Schools (CHESS) Program
- Title I Home Instruction for Parents of Preschool Youngsters (HIPPY) Program

PARENT RESOURCE CENTERS

School Site Parent Resource Centers/School Site Parent Reception Areas

Title I Neighborhood Resource Center – North
7900 NW 27th Avenue, Suite F9
Miami, FL 33147
(North side Shopping Centre, 130 South Ct.)

Title I Neighborhood Resource Center – South
5555 SW 93rd Avenue, Portable #3
Miami, FL 33165
(FDLRS South Site)

Should you need further information regarding the Title I Program at your children's school(s), please speak with the Title I CIS or parent representative at the school site. For additional Title I Program information, please go to <http://title1.dadeschools.net/> .



Superintendent of Schools
Alberto M. Carvalho

Miami-Dade County School Board
Perla Tabares Hantman, Chair
Dr. Martin Karp, Vice Chair
Dr. Dorothy Bendross-Mindingall
Susie V. Castillo
Carlos L. Curbelo
Dr. Lawrence S. Feldman
Dr. Wilbert "Tee" Holloway
Dr. Marta Pérez
Raquel A. Regalado

August 18, 2014

Dear Parents/Guardian:

Miami-Dade County Public Schools is committed to providing information to you regarding your child's teacher and paraprofessional qualifications in a timely manner upon request.

You have the right to request the following information:

- Whether the teacher has met state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications of licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals, and, if so, their qualifications.

You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the No Child Left Behind Act (NCLB) highly qualified criteria.

Please be assured that Miami-Dade County Public Schools is dedicated to providing the students of our county with a quality education. The information regarding the qualifications of your child's teacher and/or the classroom paraprofessional may be obtained from the school.

Sincerely,

Dr. Maria A. Castaigne

North Dade Center for Modern Languages

1840 NW 157 Street, Miami Gardens, FL 33014
Ph. (305) 625-3885 Fax (305) 625-6069

National School of Excellence, 1992 * REDBOOK'S "America's Best Schools," 1995; Art in Public Places, 1996
The School Board of Miami-Dade County, Florida, Platinum Award, 2001-2009; School of Distinction and Excellence, 2003-2012

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:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.