

# ACADEMIR CHARTER SCHOOL EAST

## 2023 - 2024



# PARENT/STUDENT HANDBOOK

## K-5th Grade



# AcadeMir Charter School East

## Dear Parent/Guardian(s):

Welcome to an exciting school year at [AcadeMir Charter School East](#). It will be a great pleasure to work with all of you for the benefit of our students. This handbook is designed to provide you with information that will answer most of your questions. Please read the handbook and discuss appropriate items with your child. We look forward to working with you and your children. If you have any questions regarding the handbook, please do not hesitate to contact us at (786) 360-6033 or stop by the main office for any assistance.

## Our Mission

The mission of AcadeMir Charter School East is to provide students with a well-rounded elementary-school education, through a challenging program, focused on mathematics and science using innovative, reform-based instructional methods in a stimulating and nurturing environment that fosters maximum student achievement.

## Our Purpose

The purpose of AcadeMir Charter School East is to prepare students to reach their maximum potential in all subjects with special emphasis on Science, Technology, Engineering, Art, Mathematics (STEAM) and Reading using research based proven exemplary curricula and enhancement programs. The school program incorporates critical thinking, communication, collaboration, creativity, and technological literacy in order to prepare students for post- secondary studies and career demands of the 21<sup>st</sup> Century.

## Vision

The vision for AcadeMir Charter School East is to provide students with a challenging and rigorous curriculum enabling students to be well prepared for higher education and life through adherence to an unwavering mission, shared purpose, and clearly articulated goals. Students will experience a cross curricula instructional approach in math, science and reading. Our program allows for scientific exploration and mathematical application along with technology integration through real world connections: by incorporating critical thinking, communication, collaboration, creativity and technological literacy that goes far beyond the basic knowledge to meet the challenges of the 21 century global economy. Our goal is to develop students into critical thinkers, and problem solvers by providing them with hands-on learning experiences that will enable all students to achieve academic success and become lifelong learners.

## Educational Philosophy

AcadeMir Charter School East philosophy is to fully prepare students to carry the torch of knowledge through its proven curricula, as well as the freedom and prosperity that is passed from generation to generation in this great country. Encouraging the use of innovative learning methods is a vital part of providing an educational program that truly meets the needs of all children. All learners possess areas of strength and areas of weakness and therefore, they express and receive knowledge in many ways. Effective teachers understand the need to differentiate instruction for all students in order for learning to occur. Understanding a student's area of intelligence, learning style, and/or learning preference is one way teachers can positively impact a student's ability to learn. The role of the teacher is to observe what their students are doing, figure out why they are doing it that way, and to give them the right kind and amount of information and feedback so they may solidify their learning and perform what they have been taught. Students must be able to make sense of what is taught if they are going to apply their learning in other situations.

## Leadership Directory

Mrs. Rosali Ortega , Principal (Email: [ortega@academircharterschooleast.com](mailto:ortega@academircharterschooleast.com))

Mrs. Mary March, Assistant Principal (Email: [march@academircharterschooleast.com](mailto:march@academircharterschooleast.com))

Address: 11300 N.W. 41 Street, Doral, FL 33178

Phone: (786)360-6033

Website: [www.academircharterschooleast.com](http://www.academircharterschooleast.com)



## Registration Policies and Procedures

All students enrolled at AcadeMir Charter School East must meet the following requirements and provide the following information. Students who will attain the age of five years on or before September 1st of the school year shall be eligible for admission to public kindergarten during that school year.

Required Registration Documents:

1. Copy of Birth Certificate
2. Previous transcripts and records from last school(s) (if necessary for grade verification)
3. Health and Immunization forms (blue and yellow forms) (must be current)
4. Completed registration packet (including student data card)
5. Signed parent contract



## Lottery and Admission

The lottery system is used when more students apply for admission to AcadeMir Charter School East than can be admitted. If there are fewer applicants than spaces available, AcadeMir Charter School East does not need to conduct a lottery.



## Arrival and Dismissal

Drop off:

1. Kindergarten through Second Grade drop off begins at 7:45 A.M.
2. Third through Fifth Grade drop off begins at 8:00 A.M.
3. All students report to the atrium (K-1) or gym (2-5) during arrival. Teachers will pick up students and walk them to class.

Kindergarten through Second Grade students are to be sitting in class by 8:00 A.M. Third through Fifth Grade students are to be sitting in class by 8:30 A.M. Attendance and tardiness are documented daily, and students accumulating 5 or more unexcused tardies per grading period will be written up. Students receiving more than 10 tardies per school year will receive a referral for excessive tardiness and must participate in an attendance meeting.

Dismissal:

- Kindergarten through First grade dismissal is at 2:30 P.M.
- Second through Fifth grade dismissal is at 3:30 P.M.

### EARLY DISMISSAL ON WEDNESDAY:

Wednesdays will be designated school-wide early dismissal days:

- K-1<sup>st</sup> at 2:00 p.m.
- 2-5<sup>th</sup> at 2:30 p.m.

**NOTE:** DISMISSAL TIMES ARE STRICTLY ENFORCED. Those children staying 15 minutes after their dismissal, as indicated above, will be taken to the after care and parents WILL BE CHARGED a \$1.00 PER MINUTE SERVICE CHARGE FEE. There will be NO EXCEPTIONS.

**IMPORTANT:** Our DISMISSAL POLICY does not permit students to be released from school 30 minutes prior to their scheduled dismissal time. Please do not plan any appointments that will require the students to be dismissed 30 minutes early.

Parents are asked to follow drop-off/pick up procedures during arrival and dismissal. All parents are required to follow the arrival/dismissal traffic pattern. Parents/guardians should be extremely cautious during arrival and dismissal. Students may not cross in front of cars to get in/out of their cars. At dismissal, showing the student's dismissal decal is required in order for the child to be released. Parents without a decal will be asked to park and visit the main office. During rainy days, drop off/pick up procedures should be followed as well, in which students may be released by continuing the traffic pattern through the rotunda in front of the main office.



## Before and After School Care

AcadeMir Charter School East has established before and after school care. This is an optional service that parents can utilize. For further information, please see our after school care office manager.

Registration Fee: \$50.00

Student Accident Insurance: \$20.00

Before School Care 7:00 a.m. - 8:10 a.m.

After Care K- 1<sup>st</sup> 2:30 p.m. - 6:00 p.m.

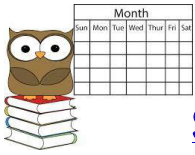
After Care 2<sup>nd</sup>- 5<sup>th</sup> 3:30 p.m. - 6:00 p.m.

\*\*\*Monthly fee varies depending on the number of days in the month (Before Care \$3.00/day, After Care \$9.00/day, Mini Care \$2.00/day)\*\*\*

### Sibling Discount:

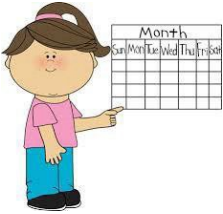
- Registration 50% off each sibling
- After Care \$20.00 off each sibling
- Before and After Care \$20.00 off each sibling

All after-care payments are due the 25th-30th of the previous month and will be extended from the 1st-5th of the month with a \$15 late fee. Failure to submit payments within this time period will not allow your child to be in the program that month. (Example: Payment for November must be paid between October 25th and October 30th, or can be paid November 1st-November 5th with a late fee.)



## School Calendar

School Calendar: <https://academicharterschooleast.com/school-hours/>



## Absences and Tardies

Class instructional time is very important to your child's progress and academic success, thus students are expected to be in school daily and on time by 8:30 AM. Any student who arrives after 8:30 will be provided a tardy pass in order to enter their classroom.

When a student returns to school after an absence, a note **MUST** be submitted within the first three days they have returned, otherwise, the absence will be considered unexcused. Acceptable excuses for students' absences are: illness, a death in the family, a school-sponsored event, a religious holiday, court appearance, medical appointment, or an activity that has been approved by the principal. **Please submit the excuse note for your child's absence through the Excused Absence Form link on your child's teacher's website.** Parents will be required to meet with administration for any students who have 6 or more unexcused absences in one nine-week grading period. Ten or more unexcused absences in any grading period will result in truancy procedures and students will follow district discipline policies.

Absences must be excused in order for a child to be able to make-up the graded work that was missed.



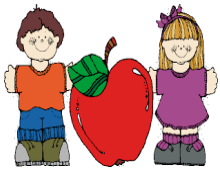
## Cafeteria Program

BreakFast: \$2.00 Daily  
Lunch \$3.00 Daily (includes milk)

All parents must pay for lunch through the school website. Cash or check is not accepted.

BreakFast and lunch will be served in the cafeteria. If a child forgets their lunch, he/she will be provided with lunch that day. Students will not be permitted to call home. Students are not allowed to bring sodas, candy or gum to school. **Since we are trying to promote healthy eating habits, we request that fast food not be brought to school. Parents are not allowed to drop off lunch in the middle of the day.** Students are required to bring in their lunch in the morning or purchase lunch from the cafeteria.

**WE ARE A PEANUT FREE SCHOOL.** We ask that if your child brings their own lunch that they do not bring foods that contain peanuts. If your child has a food allergy we make cafeteria seating accommodations for them. Teachers will also make classroom adjustments to make sure children with allergies are safe. All students cumulative folders, classrooms and cafeteria tables will be labeled if there is a student with a food allergy to ensure the safety of the student. ***IF your child has an allergy please make sure to notify the main office and your child's homeroom teacher.***



## Free and Reduced Lunch Program

The National School Lunch and School Breakfast Programs provide free and reduced priced meals for children unable to pay the full price. Applications must be filled out on a yearly basis. Once the application is approved, meal benefits begin and will continue throughout the school year in which the application is approved, and extends for approximately the first two weeks the following year.



## Conduct in the Cafeteria

Students should eat in an atmosphere that is pleasant and conducive to good habits. It is recommended that parents discuss good cafeteria manners with your child. We promote and expect the following behaviors while in the cafeteria: use low voices, raise your hand if you need something, remain seated during the lunch period at the assigned table, keep hands and feet to yourself at all times, no sharing of food, clean your area and throw out trash when prompted to by cafeteria monitor..



## Communication

Conferences with individual teachers can be arranged by contacting the teacher via email or leaving a phone message. A response should be expected within 24-48 hours. Conferences can be scheduled before school, after school or during a teacher's planning time. Conferences with teachers during arrival, dismissal or classroom instruction may impede the teacher's ability to effectively supervise his/her students. Always attempt to resolve any school based concerns/conflicts with your child's teacher first. If you are unable to resolve issues or conflicts with your child's teacher you may contact the main office to schedule an appointment with the school administration.

### **Please notify us immediately if:**

1. Your address or contact information has changed
2. You wish to update your child's emergency contact information
3. Your child has developed a communicable disease
4. You will be out of town
5. If there is a change in transportation. We will not allow a child to deviate from their regular departure routine without written verification.



## Emergency Contact Information

Student Data/ Emergency Contact Cards are expected to be carefully completed and then returned to the school. 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. If at any time your information changes please visit the main office to update your information. No person, other than school staff, will have access to the information submitted. Submit in writing any changes to your child's transportation via email or letter.



## Family Rights and Privacy

The revised Family Rights and Privacy Act became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interest will have access to your child's records.



## Accidents

Parents will be notified immediately in case of illness or an accident. In case you cannot be located, the school will use the name and telephone number of your emergency contact. It is imperative that the emergency contact is accurate.

911 will be called for critical injuries that require the type of care that school personnel cannot offer the student, and the parent or emergency contact will be notified. An accident report will be completed and filed for every accident. You are requested to notify the office of any accident or injury your child has had before returning to school. Please notify the office of any accident or injury that occurred at school if you have not been informed by his/her teacher. An accident report will be filed by the classroom teacher or other personnel witnessing the accident. Parents will be asked to sign receipt of the report and given a copy for their records.



## Birthday Celebrations

Birthday parties are **NOT** allowed. Due to high allergies, food, cake, cupcakes and candies are not permitted. In addition, in an effort to maximize academic instructional time, non-academic interruptions are limited. However, classroom teachers will acknowledge a child's birthday and celebrate the birthday without impacting instruction.



## Medication

Miami-Dade County School Board policy prohibits school personnel from administering any prescribed medication without parental consent and a medication authorization form signed by the child's physician and parent(s).

Students may not keep medication in their book bags. Teachers are not authorized to administer medication in the classroom. All medication must be administered in the office by trained personnel and only after an *Authorization for Medication Form MDCPS (FM 2702)* has been submitted. This form is available in the main office and must be kept in the medication binder and will be located in student cumulative records. This form must be filled out by the pediatrician or family doctor.

Medication must be brought to school in the original container with a label that clearly displays the following information: the child's name; dosage; name of the drug; physician's name; and the name and phone number of the pharmacy that filled the prescription.



## Emergency Evacuation

Your child's safety is our priority, therefore we need to be prepared for the unexpected. We hold monthly fire drills and conduct monthly emergency lock-down and evacuation drills to help prepare students and staff for any emergency that may arise.

Under extreme circumstances we would need to evacuate the building. Depending on the situation, the local police will determine the location. **Under no circumstances will parents be allowed to pick up their child at school during an evacuation period.** Our goal is to evacuate the entire building safely. Please wait patiently for a phone call from our office staff telling you the location and procedures for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well. **Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Please keep in mind, it is important to notify the office immediately when there is a change in home/cell phone numbers.**

### School Closings and Delays:

AcadeMir Charter School East will follow the lead of Miami Dade County Public Schools. When the sponsoring district closes, AcadeMir Charter School East closes. When the sponsoring district re-opens, AcadeMir Charter School East re-opens. As with inclement weather, community incidents may require us to cancel classes, open schools late or close them early. In such a situation, the following plan goes into effect. Please listen to the media for information on the closing and re-opening of AcadeMir Charter School East during a hurricane.

- The school's Threat Assessment Team will monitor and manage the situation.
- The school's website will post the announcement, of the closing, delay or early dismissal.
- We will notify media outlets, post on social media and send Remind messages to parents.
- If classes are canceled or dismissed early, all athletic and extracurricular events will be canceled.
- Before/After-school programs will operate from an early dismissal to the regular closing time. Neither athletic and/or extracurricular events before/after-school programs will operate if the school is closed.



## Unauthorized Items Policy

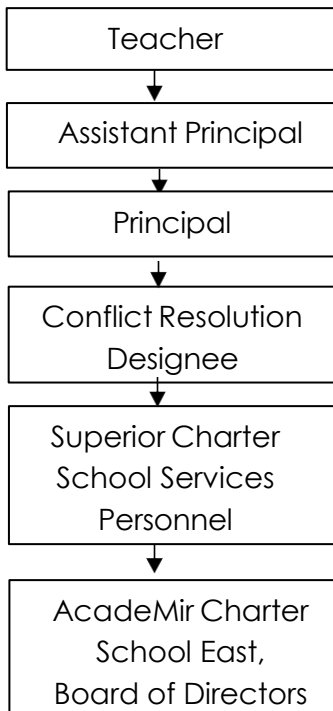
Please be advised that students are not allowed to bring weapons of any kind, tobacco products or drugs to school. The Federal Gun-Free School Zones Act prohibits an individual from possessing a firearm within 1,000 feet of a school. Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under a school-sponsored event.

The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event. These violations may result in disciplinary actions imposed by local law enforcement authorities, in addition to those of the school/district. The school principals, and/or designee shall assign discipline/corrective strategies to students, pursuant to the Code of Student Conduct and, in accordance with the student's due process rights.



## Organizational Chart for Addressing Concerns

For issues involving an individual teacher or class, parents address their concerns to the following individuals in the order below. Anonymous letters will not be acknowledged.



## Conflict Resolution Procedures

We at AcadeMir Charter School Eas strive to maintain a safe and positive learning environment that encourages all students, staff, and family members to use positive choices for solving conflict. We use the following steps of communication when there is a concern.

**Step 1:** If there is a situation that needs a solution with your child, please begin by first talking to your child's teacher. You will be able to discuss possible ways to resolve any concerns. If a solution has not been reached, you should go to step 2.

**Step 2:** Parent may schedule an appointment with the school's Assistant Principal. Please present your concern. If a solution has not been reached with the teacher and the Assistant Principal, please go to step 3.

**Step 3:** Please contact the office at (786) 360-6033 to set up a meeting with the school's Principal. Please present your concern. If an acceptable solution has not reached, please continue to step 4.

**Step 4:** Contact the Governing Board appointed Conflict Resolution Designee, Xenia Mir at (305) 225-0444. This information is posted on school website and in our bulletin board located in the school's lobby. If an acceptable solution has not reached, please continue to step 5.

**Step 5:** Parent may reach out to the Governing Board Chair, Mr. Alexander Casas at (305) 225-0444 or attend a board meeting that is posted on the school website and in our bulletin board located in the school's lobby. The board meeting dates for the 2023-2024 school year are: September 14, 2023; November 9, 2023; January 11, 2024; and March 14, 2024.



## Discipline Behavior

We believe that all children can learn and succeed in school provided they have access to a nurturing, safe and structured environment, a challenging and interesting curriculum and qualified teachers who genuinely care about a child's performance and well-being. We will achieve these expectations by following The Positive Behavior System (PBS) to create a safe environment through the school-wide adoption of a consistent, fair, and equitable discipline plan that promotes a school-wide positive behavior system we call the 3R's Plus: Respect, Responsibility, Ready to Learn and Integrity.

Disciplinary actions are listed below: 1st

Offense: A verbal warning issued

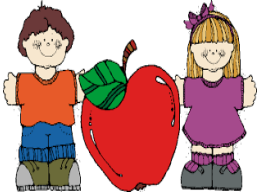
2nd Offense: A behavior notification form will be sent home to the parents 3rd Offense: Parent/Teacher conference

4th Offense: Administration reserves the right to issue disciplinary action based on the severity of the violation and in accordance with the MDCPS Student Code of Conduct.

The school will abide by the Miami Dade County Student Code of Conduct when enforcing consequences. Handbook can be accessed <http://ehandbooks.dadeschools.net/policies/90/index.htm>

## Items Not Permitted in School

Candy, gum, pets, toys, large amounts of money, gum, candy, IPODs/MP3 Players, cell phones, smart watches, roller skate sneakers, weapons, drugs, any electronic game, or device, playing cards, personal cameras or video recorders. The school will confiscate any items not permitted in school until the end of the school year. Please check your children's book bags to assure compliance. **The school is not responsible for any lost or stolen items of value. ELECTRONIC DEVICES AND CELLULAR PHONES ARE NOT TO BE USED DURING THE SCHOOL DAY AND IF SEEN, THEY WILL BE CONFISCATED.** Confiscation of a cell phone or electronic device will automatically result in disciplinary action. A cell phone or electronic device will be confiscated and returned to parents for first time offenders and until the end of the school year for second time offenders. The school is not responsible for any inconvenience this may cause parents.



## Students' Rights

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in disciplinary actions, exclusion from participation in class activities or field-trips, suspension, or other disciplinary action as determined by the student code of conduct. **Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the administration. At no time may parents approach any student/parent directly.** All students and employees will be treated with respect. Slurs, innuendos, hostile treatment, violence, harassment or other verbal or physical conduct against a student or employee will NOT be tolerated.

## Non-Discrimination Statement

In accordance with federal and state anti-discriminatory laws AcadeMir Charter School East will not discriminate on the basis of race, ethnicity, national origin, gender, disability or marital status against a student in its school admission process. Students who are identified as needing ESE or ELL programs shall have an equal opportunity of being selected for enrollment in the school. Any eligible student, as described in Fl. Statute 1002.33(10), who submits an application (prior to posted deadline) and whose parents accept the conditions of the Parental Involvement Contract shall be considered unless the number of applications exceeds the capacity of the program, class, grade level, or building. In such case, all applicants shall have an equal chance of being admitted through a lottery process. If the number of applications falls short of the established capacity, supplemental registration periods may be held for the purpose of reaching student capacity.

ACSE will comply with Florida's charter school legislation, Fla. Stat. 1002.33(10) (e), which states that schools may give enrollment preference to certain student populations. These populations include:

- Students who are siblings of a student enrolled at the charter school.
- Students who are the children of a member of the Board of Directors of the charter school.
- Students who are the children of an employee of the charter school.
- Students who are the children of an active duty member of any branch of the United States Armed Forces.

**Anti-Discrimination Policy Contact: Superior Charter School Services, 5420 SW 157 AVE #5, Miami, FL 33185, Phone: (305) 225-0444, Email: [xmir@superiorcharterschoolservices.com](mailto:xmir@superiorcharterschoolservices.com)**



## Outstanding Fees

Failure to pay all outstanding fees may result in the loss and/or suspension of extracurricular activity privileges. Fees may include but shall not be limited to: lost books, lunch accounts, before/after care fees, and any and all fees which may accrue in the normal course of the school year.



## Internet Use Policy

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the school. Students must always get permission from their teachers prior to using the internet. In addition, the school prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violates local, state, and federal law or regulations, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation during school hours. Although the school has filters in place to block inappropriate or questionable websites or images, if any student encounters any of these websites or images, they are to notify a teacher or administrator immediately and should **NOT** share or access the content any further.

Additionally, students are not allowed to post images or videos of other individuals without authorization. For safety reasons the school reserves the right to request the removal of any image or video that depicts the school in a derogatory sense.

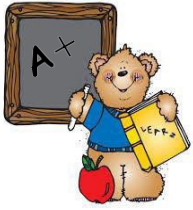
Any damage to property (laptops, computers, iPads) caused intentionally or by negligence will result in restitution.



## Curriculum

As a school of choice, AcadeMir Charter School East believes its focus on the special methods of teaching Mathematics, Science, and English Language Arts will appeal to those students and parents interested in the *School's Mission*: to provide students with a well-rounded elementary school education, through a challenging program focused on mathematics and science using innovative, reform-based instructional methods in a stimulating and nurturing environment that fosters maximum student achievement. AcadeMir Charter School East also believes that the curriculum must be well-rounded to encompass the social and cultural development of each student.

AcadeMir Charter School East curriculum is based on Benchmarks for Excellent Student Thinking/NGSS Standards. The standards are taught through the core subject areas of English Language Arts, Math, Reading Writing, Science, and Social Studies, as well as, special area classes in Music, Foreign Language, Art, STEAM Lab, and Physical Education.



## Grading and Reporting of Student Progress

AcadeMir Charter School East believes that parents must be informed regularly regarding their child's performance at school. Parents can become a school's greatest ally in helping to insure academic success for students. Grades can be accessed through the parent portal at [www.dadeschools.net](http://www.dadeschools.net).

**Academic Grades:** Academic grades are to reflect the student's academic progress. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject.

### Kindergarten Grading Scale

Academic Letter Grade	Verbal understanding	Value
E	Excellent	100% – 90%
G	Good	89% – 80%
S	Satisfactory	79% – 70%
M	Minimal Progress	69% – 60%
U	Failure	59% – 50%

### Conduct Grades for Kindergarten

Kindergarten	Verbal Understanding
E	Excellent
S	Good
N	Not Satisfactory

### Kindergarten Honor Roll

	Principal Honor Roll	Honor Roll
Academic grades	Kindergarten – All E's	Kindergarten – E's and S's
Conduct	Kindergarten – All E's	Kindergarten – E's and S's

### First - Fifth Grading Scale

Academic Letter Grade	Verbal Understanding	Value
A	Excellent	100% 90%
B	Good	89% – 80%
C	Satisfactory	79% – 70%
D	Needs Improvement	69% – 60%
F	Failure	59% – 50%

### First - Fifth Grade Honor Roll

	Principal Honor Roll	Honor Roll
Academic grades	1 <sup>st</sup> – 5 <sup>th</sup> – All A's	1 <sup>st</sup> – 5 <sup>th</sup> – A's and B's
Conduct	1 <sup>st</sup> – 5 <sup>th</sup> – All A's	1 <sup>st</sup> – 5 <sup>th</sup> – A's and B's

## Conduct Grades

Conduct grades are to be used to communicate clearly to both students and their parents the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades. The conduct grade must be consistent with the student's overall behavior in class and should not be based on a single criterion. The conduct grading system is as follows:

### First - Fifth Grade Codes and Descriptions

Conduct Academic grades	Conduct Grades Descriptions
A	Reflects excellent behavior on the part of the student. The student consistently demonstrates outstanding behavior consistent with classroom, school, and district standards.
B	Reflects consistently good behavior. The student meets established standards for student conduct.
C	Reflects satisfactory behavior. The student's overall behavior is generally acceptable according to established standards of conduct.
D	Shows that improvement is needed in the student's overall behavior. The student does not consistently demonstrate behavior which is acceptable.
F	Reflects unsatisfactory behavior overall. The student regularly violates established classroom, school, or district standards of behavior.

## Effort Grades

Effort grades are utilized to convey both to students and their parents the teacher's evaluation of a student's effort as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student's potential, study habits, and attitude.

Grades 1-5: Three numerical grades are used to reflect effort in grades 1-5.

Effort Grades	Effort Grades Descriptions
1	Indicates outstanding effort on the part of the student. The student will, when necessary, complete a task again in order to improve the results. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.
2	Indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. The student usually finishes assignments on time and usually stays on task. The student usually works at a level commensurate with his/her ability.
3	Reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student's ability.



## Home Learning

Home Learning Assignments are a very important part of learning. Developing the habit of nightly study requires parental help and guidance. This is another way to reinforce what was learned in the classroom and a means of allowing the parents to be a part of our curriculum goals. Teachers use the following time schedule as a guide when assigning home learning:

Grade K:	30 minutes
Grade 1:	30 minutes
Grade 2:	45 minutes
Grade 3:	45 minutes
Grade 4:	60 minutes
Grade 5:	60 minutes

In addition, all grades are required to complete computer based instructional practice in i-Ready (45 minutes of Reading and 45 minutes of Math).

These times are a guide and are based on the average child's ability and concentration. Some home learning assignments may take less time and others may take a little more time. A child who does not complete class work in class may have to complete class work in addition to home learning. Home learning is posted weekly by teachers via the teacher's website which can be found in the school's website.



## Uniform Policy

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. AcadeMir Charter School East reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians. All students shall wear a school uniform daily.

Parents cooperation with the school uniform policies is appreciated.. **Students not wearing a uniform will receive a Uniform Violation and parents will be contacted to bring the official uniform.** Please remember that uniforms are for the safety of our students.

**Hair:** Hair must be neat, clean, and away from the face. No hats, bandanas or headbands may be worn. Boys' haircuts must be above the collar and above the ears. Hair styling or color arrangements which are disruptive or distracting are not permissible. Boys' haircuts must be monitored. Girls may wear permitted hair accessories in yellow, white, royal blue, or red. However, the school will honor certain hairstyles due to religious beliefs.

Our policy clearly states that any dress or grooming which is disruptive or distracting to the educational process is not acceptable.

**Jewelry:** Girls with pierced ears may wear modest simple earrings. More than one set of earrings on girls, large hoops, large necklaces with charms, wristbands, earrings on boys or visible piercing of other body parts are **unacceptable** and will not be permitted.

**Make-up:** Make-up, tattoos, colored nail polish/acrylic nails, or glitter will not be permitted (at any age).

## Dress Code

All uniforms are available for purchase at the uniform company. **Name of Company:** Ibiley Uniforms

**Address:** 10564 SW 8<sup>th</sup> Street Miami FL 33174

**Phone Number:** (305) 625-8050



**KINDER TO 2ND**

<b>Girls</b>		<b>Girls Gala</b>	
			
PETER PAN BLOUSE Everyday Uniform	PLAID SKORT Everyday Uniform	PLAID CROSS-TIE Everyday Accessory	CLASSIC V-NECK CARDIGAN Gala Wear
<b>Boys</b>		<b>Boys Gala</b>	
			
OXFORD SHORTSLEEVE Everyday Uniform	PRE-TIED TIE Everyday Uniform	FLAT FRONT PANTS Everyday Uniform	OXFORD LONGSLEEVE Required Every Monday
			
V-NECK PULLOVER Long Sleeve Polo		LONG SLEEVE T-SHIRT To be worn Under Shirt on Cold Days	
			
PE SHIRT		PE SHORTS	
Gala Wear is Required Every Monday			

**Winter**

			
V-NECK PULLOVER Long Sleeve Polo		LONG SLEEVE T-SHIRT To be worn Under Shirt on Cold Days	
			
SNAP FLEECE JACKET		SNAP FLEECE JACKET	

**Pe Wear**

FIU STORE: 10564 SW 8th St., Miami, FL 33174  
CALL US: 305.625.8050 WWW.IBILEY.COM

### Kinder to Second Grade



**3rd to 5th**

<b>Girls</b>		<b>Boys &amp; Girls Gala</b>	
			
OXFORD SHORTSLEEVE Everyday Uniform	PLAID SKORT Everyday Uniform	PLAID CROSS-TIE Everyday Accessory	BLAZER Required Every Monday
<b>Boys</b>		<b>Boys &amp; Girls Gala</b>	
			
OXFORD SHORTSLEEVE Everyday Uniform	PRE-TIED TIE Everyday Uniform	FLAT FRONT PANTS Everyday Uniform	OXFORD LONGSLEEVE Required Every Monday
			
V-NECK PULLOVER Long Sleeve Polo		LONG SLEEVE T-SHIRT To be worn Under Shirt on Cold Days	
			
PE SHIRT		PE SHORTS	
Gala Wear is Required Every Monday			

**Winter**

			
V-NECK PULLOVER Long Sleeve Polo		LONG SLEEVE T-SHIRT To be worn Under Shirt on Cold Days	
			
SNAP FLEECE JACKET		SNAP FLEECE JACKET	

**Pe Wear**

FIU STORE: 10564 SW 8th St., Miami, FL 33174  
CALL US: 305.625.8050 WWW.IBILEY.COM

### Third Grade To Fifth Grade

#### Shoes:

Students must wear black penny loafers. Girls must wear navy blue or white knee-high socks. On PE uniform days, students must wear all-black or all-white sneakers and white socks with school logo, and white ankle-length socks.

#### Cold Days:

Jackets and sweaters with the school logo are available for purchase at the uniform store. Hoodies and other non-school jackets or sweaters are not permitted.

\*\*\*Please write student's name on all clothing tags.\*\*\*

Students are required to wear their provided school ID and lanyard on a daily basis as part of their uniform. New IDs and lanyards may be purchased through the school store if a child misplaces the one provided at the beginning of the school year.



## Field Trips

As a learning experience, planned field trips may be scheduled throughout the school year. Parents may be asked to assist the teacher as chaperones. Chaperones may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. Please note that all chaperones will need to be approved through the Concierge Pad volunteer clearance process. If you have not been cleared through Concierge Pad and wish to attend school functions, please follow the volunteer clearance procedures as soon as possible. Application for volunteer clearance can be found on our school website listed as "ACSE Volunteer Clearance" under the Parents/Students tab. **All parent chaperones must have a background check and be cleared prior to the field trip.**

Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip. Written parental permission and paid fee prior to the field trip is required, or the student will not be permitted to take part in the field trip. Students not paying by the designated deadline will not be permitted to attend the field trip. Students not wearing AcadeMir Charter School East uniform will be required to remain at school. All field trip applications must be fully completed.



## Service Hours

Parents have many opportunities to volunteer their time at school. Volunteer sign-ups will be available throughout the school year. **Parents are required to volunteer a minimum of 10 service hours per family each school year.** If you have more than one child enrolled in the school, you need to divide the 10 hours per child and volunteer to each child's class equally.

**All parents wishing to volunteer within the school must be cleared through Concierge Pad before permission to volunteer is granted. Application for volunteer clearance can be found on our school website listed as "ACSE Volunteer Clearance" under the Parents/Students tab.**

Most parents/guardians are busy; therefore, please find below a list that details a variety of ways in which volunteer hours can be completed.

1. Assist in Book Fair
2. Assist with picture days
3. Assist with school wide events and/or performances
4. Assist teachers with special projects
5. Chaperone on a school fieldtrip
6. Participate in Parent/Teacher Data Chats or Meetings

This volunteer requirement must be completed two weeks prior to the end of the school year (5 hours before winter recess and the remainder two weeks before school end). A final reminder of non-compliance will be sent home.



## Visitors

Visitors, including parents are **NOT** permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and security of our students, it is imperative that **ALL** visitors check-in the Main Office with a valid form of identification. If you wish to volunteer at the school you must register for volunteer clearance through our school website. The application can be found listed as "ACSE Volunteer Clearance" under the Parents/Students tab. Parents/visitors must sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a ID badge before proceeding to a classroom or anywhere in the building and must be accompanied by a staff member at all times. All volunteers must wear their school issued or purchased volunteer shirt. Your Cooperation will enable the school to provide a safe and orderly learning environment for all students.



## Returned Checks

Parents who submit a returned check to AcadeMir Charter School East will be charged a \$30.00 returned check fee. Payment for the returned check and the \$30.00 fee must be made within 7 days of notification from the school. **After one returned check to the school, a family may not pay by check for anything.** Students whose families do not submit payment in a timely manner for returned checks will lose privileges to field trips and special events.



## Text Books

All textbooks needed by students for school and homework assignments are furnished by the school. The school is also able to provide the materials and equipment requested by teachers for classroom instruction, as well as online access to books. Books must not be written in or on. **Charges will be made for damaged or lost books and/or materials.**



## Lost and Found

Each year many articles of clothing are lost and remain unclaimed. When these items are turned in they are placed in the Lost and Found area in the school. Please place *your child's name* on everything he/she brings to school. This will minimize the amount of items in our Lost and Found. All items are placed in the Lost and Found area and students are given an opportunity to look through and claim their own articles. Items that are not claimed by the end of every month will be donated.



## Student Progression Plan and Placement Policy

The guidelines for student progression are delineated in this 2022-2023 Student Progression Plan for Miami- Dade County Public Schools, School Board Policy 5410, which 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 and kindergarten through grade 12. The Florida Legislature requires that each district school board establish a comprehensive plan for student progression, as outlined in Florida Statutes

§ 1008.25(2). Specific case by case promotion, placement and retention information is explained in detail in the MDCPS- e-handbook "Student Progression Plan" (SPP). AcadeMir Schools Inc. in agreement with its Board of Directors and MDCPS as the authorizing agent for AcadeMir Schools Inc., adheres and opts to follow the District SPP which can be found in detail at <http://ehandbooks.dadeschools.net/policies/93.pdf>.

### Initial Entry Requirements

School Board Policy 5112 - Entrance Requirements establishes the admission and registration requirements for students entering school to include specific information regarding initial entry, proof of age, birth certificate, and verification of residence, health and immunization requirements, etc. Students enrolling from out of state, other districts in Florida, or who are foreign born, must adhere to the same admission and entrance requirements for registration.

### Grade Placement

The grade placement of students registering from within the state, other states, non-public schools, home education programs, or other countries, will be determined by the principal of the receiving school, after an evaluation of the student's record has been made. Credits should be interpreted so that the requirements for promotion and graduation are not retroactive, provided the student has met all requirements for the grade placement in the school or home education program from which the student is transferring.

### Age Discrepancy

In the absence of educational records or if a student's records reflect an age discrepancy of two years or more, placement will be according to chronological age. Below is a chronological age placement table. This is the AVERAGE placement according to age. Promotion and retention guidelines found in School Board Policy 5410 affect a student's placement. More detailed information can be found at [handbooks.dadeschools.net/policies/93.pdf](http://ehandbooks.dadeschools.net/policies/93.pdf).

Age of students	Grade Level Assignment
5-10	Elementary School
11	Elementary school or middle school depending on the grade configuration of the school
12-13	Middle School
14	Middle school or high school depending on the grade configuration of the school
15 or older	Senior high school



## Clubs and After-School Activities

AcadeMir Charter School East offers various extra-curricular activities that provides students with the opportunity to be part of a group who share the same interest. Please visit our School Store for full description: <https://www.bridgepay.io/store.aspx?uuid=57eldad5-94c7-45f4-85e8-69b3eac4alb5>



## Fortify FL

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to the appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. To submit a tip please visit <https://getfortifyfl.com/Tip.html>



## INTERIM PROGRESS REPORT / REPORT CARD SCHEDULE

Grading Period	Progress Reports sent to Parents by:
1	9/22/23
2	12/1/23
3	2/23/24
4	5/17/24

End of Grading Period Date		Report Cards sent to Parents by:
1	10/26/23	11/9/23
2	1/18/24	2/2/24
3	4/9/24	4/26/24
4	6/6/24	6/21/24



2023-2024

## AcadeMir Charter School East

### Parent/Student Agreement of Compliance Receipt

I, \_\_\_\_\_ acknowledge that I have received and carefully read the AcadeMir Charter School East Parent Handbook, including uniform policy and the M-DCPS Student Code of Conduct and agree to cooperate with all of the policies contained therein. I understand that it is my responsibility to contact the Administration should I have questions or need clarification regarding any policies, practices and procedures contained in the Parent Handbook.

As a parent I understand the importance of the M-DCPS Code of Student Conduct, which can be accessed at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> and is available in the school's main office. Please note that all students enrolled at AcadeMir Charter School East are students of Miami Dade County Public Schools, and are subject to applicable policies and entitled to same rights.

I agree to abide by all of the contents in the AcadeMir Charter School East Student/Parent Handbook and the M-DCPS Code of Student Conduct.

Name of Student: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Parent/ Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Date

***\*You must fill out a compliance form for every child registered at AcadeMir Charter School East and return to your child's teacher.***

**NOTE:** Violations of parent contracts shall not result in the student's involuntary transfer, withdrawal, dismissal or forfeiture of current or future enrollment. The School shall not condition a student's enrollment on the parent signing any contracts that include any of the above-referenced conditions.