

# W. R. Thomas Middle School



13001 S.W. 26 Street  
Miami, Florida 33175  
305-995-3800

<http://wrthomas.dadeschools.net/>

**PRINCIPAL'S MESSAGE:** Welcome to the 2016-2017 school year at W. R. Thomas Middle School (WRTMS). W.R. Thomas is a Title 1 school that is committed to providing educational excellence for all. At our school, we pursue the highest standards in academic and organizational performance. We offer a Cambridge Academy Magnet Program and are an official University of Cambridge International Examinations (CIE) center. We build positive relationships through honesty, respect and compassion, which enhance the self-esteem, safety and wellbeing of our students, families and staff. We foster an environment that serves all students and aspires to eliminate the achievement gap. We honor the diversity of our community by working as a team to ensure the educational success of all our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.

The purpose of your Student Agenda is:

1. To inform you and your parents of school policies;
2. To help you be organized and to plan ahead;
3. To personalize communication between teachers, students and parents;
4. To provide a sense of consistency for you from class to class;
5. To help you with study skills;
6. To reference our school philosophy and student code of conduct.

Teachers will require you to keep track of assignments and long-term projects in the Student Agenda. Parents can help make the use of the Student Agenda an even greater success by doing the following:

1. Reviewing the information in the Student Agenda with your child.
2. Checking the Student Agenda on a **daily** basis.
3. Using the Student Agenda as communication tool between parents & teachers.

This planner is a significant investment, but we believe that by working together, it will have a great value for all of our students.

I look forward to a wonderful and productive year...and always remember that we are:  
**"Building "A" Community of Lifelong Learners!"**

Mr. Allen Breeding, Principal



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2016-2017 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY

July 2016				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2016				
M	T	W	T	F
			1	2
<del>5</del>	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2016				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2016				
M	T	W	T	F
	1	2	3	4
7	8	9	10	<del>11</del>
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2017				
M	T	W	T	F
<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>
9	10	11	12	13
<del>16</del>	17	18	19	20
23	24	25	26	27
30	31			

February 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2017				
M	T	W	T	F
3	4	5	6	7
<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>
17	18	19	20	21
24	25	26	27	28

May 2017				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2017				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- New Teachers Report
- Teacher Planning Day
- Teacher Planning Day No Opt
- Legal Holiday
- Recess Day
- Beg/End of Grading Period
- Secondary Early Release
- End of 1st QT/ Secondary Early Release

Days in Grading Period

- 1-45
- 2-45
- 3-42
- 4-48

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

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2016-2017 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY**

August 18, 19, 2016	Teacher planning days; no students in school
August 22	First Day of School; begin first semester
August 30	Teacher planning day; Professional Development Day-not available to opt; no students in school
September 5	Labor Day; holiday for students and employees
September 29	Secondary early release day
October 3 <sup>+</sup> +#	Teacher planning day; no students in school
October 12 <sup>+</sup> +#	Teacher planning day; no students in school
October 27	End first grading period; first semester / Secondary early release day
October 28	Begin second grading period; first semester
November 8	Teacher planning day; Professional Development Day-not available to opt; no students in school
November 11	Observation of Veterans' Day; holiday for students and employees
November 23 <sup>+</sup> +#	Teacher planning day; no students in school
November 24	Thanksgiving; Board-approved holiday for students and employees
November 25	Recess Day
December 26- January 6, 2017	Winter recess for students and all employees with the exception of Fraternal Order of Police Employees;
January 16	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 20	End first semester and second grading period
January 23 <sup>+</sup> +#	Teacher planning day; no students in school
January 24	Begin second semester; third grading period
February 16	Secondary early release day
February 20	All Presidents Day; holiday for students and employees
March 16	Secondary early release day
March 23	End third grading period; second semester
March 24 <sup>+</sup> +#	Teacher planning day; no students in school
March 27 <sup>+</sup> +#	Begin fourth grading period; second semester
April 10-14	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
May 18	Secondary early release day
May 29	Observance of Memorial Day; holiday for students and employees
June 8	Last Day of School; end fourth grading period; second semester
June 9	Teacher planning day; no students in school

NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

<b>Job Category</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Teachers new to the system	August 11, 2016	June 9, 2017
Assistant Principals and 10-month clerical	August 11, 2016	June 16, 2017
Cafeteria Managers	August 15, 2016	June 9, 2017
Satellite Assistants	August 17, 2016	June 8, 2017
All Instructional Staff, Paraprofessionals & Security	August 18, 2016	June 9, 2017
Assistant to Cafeteria Managers/MAT Specialists	August 19, 2016	June 8, 2017
Cafeteria Workers (part-time)	August 22, 2016	June 8, 2017

\*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 16, 17, 2016, or June 12, 13, 2017, in lieu of any one or two of the following days: October 3, 2016, October 12, 2016, November 23, 2016, January 23, 2017, and March 24, 2017. August 30, 2016, and November 8, 2016, are Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 12, 13, 2017, in lieu of any one or two of the following days: October 3, 2016, October 12, 2016, November 23, 2016, January 23, 2017, and March 24, 2017. August 30, 2016, and November 8, 2016, are Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 9, 10, 2016, or June 19, 20, 2017, in lieu of any one or two of the following days: October 3, 2016, October 12, 2016, November 23, 2016, January 23, 2017, and March 24, 2017. August 30, 2016, and November 8, 2016, are Professional Development Days and are not available to opt.

### **MISSION STATEMENT**

*The mission of W.R. Thomas Middle School is to encourage each student to achieve the highest standards in academics, technology, health fitness and the arts by creating an atmosphere of excellence that will instill the importance of lifelong learning within the school, home, and community.*

### **IMPORTANT DATES-TENTATIVE**

**INTERIM PROGRESS REPORT:** Interim Progress reports are issued approximately four and one half weeks after the beginning of a grading period. They are to be signed by the parent and returned to the student's homeroom advisor.

**REPORT CARDS:** Report cards are issued at the end of each nine-week grading period.

### **GRADE REPORTING**

**EVALUATING STUDENT PERFORMANCE:** By School Board directive, academic grades are to reflect the student's academic progress. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period. Report cards are distributed at the end of each grading period. Report cards contain academic grades as well as attendance data.

The Student Progression Plan for Miami-Dade County Public Schools uses the following grading scale, as mandated by the Florida Legislature:

<b>Grade</b>	<b>Numerical Value</b>	<b>Verbal Interpretation</b>
A	90-100	Outstanding progress
B	80-89	Above average progress
C	70-79	Average progress
D	60-69	Lowest acceptable progress
F	50-59	Failure
I	0	Incomplete

**Effort is noted as:**

1 Outstanding  
2 Satisfactory  
3 Insufficient

**Conduct is noted as:**

A Excellent  
B Good  
C Satisfactory  
D Improvement needed  
F Unsatisfactory

**PROMOTION REQUIREMENTS:** Students must meet School Board-approved and state-mandated course requirements as outlined in the Student Progression Plan (<http://ehandbooks.dadeschools.net/policies/93.pdf>)

### ATHLETICS & ACTIVITIES/CLUBS

Boys & Girls Basketball	Drama	SECME
Boys & Girls Cross Country	David Fairchild Gardens Challenge	Student Council
Boys and Girls Soccer	Ecotigers	Spelling Bee
Boys & Girls Softball	Intramurals	Tigerettes Dance Club
Boys & Girls Volleyball	National Junior Honor Society (NJHS)	Wrestling
Cheerleaders	Odyssey of the Mind	Yearbook

**Please see activity/club sponsor for more details.**

### SCHOOL INSURANCE

Students are given insurance application information at the beginning of the school year. Parents are strongly urged to purchase school insurance. **All athletes must purchase school insurance in order to participate in a sport.**

### ATTENDANCE POLICY

Student class attendance and academic performance are mutually integrated. In an effort to provide a positive educational program, W.R. Thomas Middle School has implemented the following to our attendance/tardy procedures:

- Students who are absent must bring a note within 72 hours when they return from their absence(s) and they are to report to the **Attendance Office between 8:30 AM and 9:00 AM.**
- The note should include the students' name, student ID#, the date(s) of the absence, the reason for the absence and a parent signature.
- After three (3) or more consecutive absences within the school year, each student will be required to provide a written statement from a health care provider. Documentation must include all days the student has been absent from school.
- A student accumulating five (5) or more unexcused absences for a semester course or ten (10) unexcused absences for an annual course will be subject to the withholding of final passing grades and must resolve the absences; pending a student/parent-requested administrative screening and/or review of all absences by the attendance review committee.

**The following are considered excused absences:**

- A. Illness of student
- B. Medical appointment
- C. Death in family
- D. Observance of religious holiday or service
- E. School sponsored activity
- F. Court appearance
- G. Other individual student absences beyond the control of the parent as approved by the principal.

**ALL OTHER ABSENCES ARE UNEXCUSED.** Family vacations are not excused. Students granted an excused absence have the right to make up all class work within a reasonable length of time; this is determined by the teacher. **It is the student's responsibility to request work from his/her teacher upon returning to class.**

**TARDY TO SCHOOL:** Students are to be in class by 9:10 AM. Teachers open their doors to receive students in class by 9:05 AM. Students will be tardy to school after 9:10 AM. **A parent must escort his/her child into the building to school when tardy.** Tardiness to school will be monitored and dealt with administratively.



**ARRIVAL/DISMISSAL**

**THE SCHOOL DAY:** The administration and faculty of W.R. Thomas Middle School are extremely committed to the welfare and safety of our students. For this reason, we are notifying you that **our hours of supervision are from 8:30 AM to 4:20 PM. School personnel cannot maintain proper supervision before 8:30 or after 4:20 PM.** The school day for students begins at 9:10 AM and ends at 3:50 PM. (NOTE: W.R. Thomas Middle School offers an After School program for a student in 6-8<sup>th</sup> grade from 3:50 PM to 6:00 PM please call after 2:00 PM for information).

**2016-2017 BELL SCHEDULE**

<b>HOMEROOM / ADVISEMENT</b>	<b>9:10 - 9:25</b>
<b>1<sup>ST</sup></b>	<b>9:29 - 10:21</b>
<b>2<sup>ND</sup></b>	<b>10:25 - 11:17</b>
<b>3<sup>RD</sup></b>	<b>11:21 - 1:02</b>
<b>LUNCHWAVE 1</b>	<b>11:21 - 11:51</b>
<b>LUNCHWAVE 2</b>	<b>11:43 - 12:13</b>
<b>LUNCHWAVE 3</b>	<b>12:10 - 12:40</b>
<b>LUNCHWAVE 4</b>	<b>12:32 - 1:02</b>
<b>4<sup>TH</sup></b>	<b>1:06 - 1:58</b>
<b>5<sup>TH</sup></b>	<b>2:02 - 2:54</b>
<b>6<sup>TH</sup></b>	<b>2:58 - 3:50</b>

**EXCUSED EARLY:** W.R. Thomas Middle School has a closed campus policy. Students must stay on the grounds from the time they arrive (even if first period has not yet started), until dismissal. Students will be dismissed for appointments through the attendance office following a request by the parent/guardian, in person. Any individuals signing out a student must be listed on the Emergency Contact Card or requests will be denied. There will be no early dismissals for students after 3:20 PM, or 12:50 PM on early release days. **Students will not be allowed to check out by themselves to walk home, or ride the metro-bus or a taxicab. When a student returns to school the following day, all teachers of classes missed must sign his/her admit.**

**Students will be released only to those persons authorized on the emergency contact card. Proper identification in the form of a photo ID is required. NO EXCEPTIONS**

#### **K-12 COMPREHENSIVE RESEARCH-BASED READING PLAN**

A minimum of 30 minutes of at-home reading every day is suggested for all Miami-Dade County Public Schools students. Being a strong reader is the key to achievement in all subject areas, and research has shown that reading for pleasure is an important part of reading success. Current and in-demand reading materials will be made available to all students at the W.R. Thomas Middle School Library Media Center. Multiple motivational reading programs will be utilized at W.R. Thomas Middle School to facilitate the independent reading suggestion. Reading programs and incentives will be administered by the Library Media Specialist. Participation in these programs will be the basis of academic requirements and grades as delineated by Language Arts teachers.

#### **LOST AND FOUND**

The school cannot be responsible for lost or stolen student property. Do not keep cash in backpacks or purses. Leave jewelry at home. **Purses, watches, glasses, books, book bags, and other valuables should never be left unattended. Write your name on all items brought to school.** Students who find lost articles are asked to take them to the attendance office. Lost articles that are not claimed within a reasonable period of time will be given to charitable organizations.

#### **CODE OF STUDENT CONDUCT-SECONDARY**

The grade level administrator will handle disciplinary issues. Subject to the law, the rules of the State Department of Education and the Miami-Dade County Public Schools, students who disrupt the orderly educational process

are subject to disciplinary action. This action may include, but is not limited to, detention, indoor and outdoor suspension, expulsion or other School Board approved alternatives. The teachers and administration implement the discipline policy for all students. Students who fail to follow the classroom policies will be subject to administrative disciplinary procedures.

Please refer to the Code of Student Conduct for further information at: <http://ehandbooks.dadeschools.net/policies/90/index.htm>.

The following are examples of behaviors that may lead into disciplinary action.

W.R. Thomas Middle is committed to providing a safe learning environment.  
Students with concerns about safety should contact a school staff member immediately.

#### W.R. Thomas Progressive Discipline Plan

Violations	Consequence
Not serving detentions-Repeated violations, excessive tardies	Indoor suspension, 01-03 days
Defiance/disruptive behavior	Indoor suspension, 01-03 days
Cutting class- Being in unauthorized location	Indoor suspension -Minimum 03 days
Electronic Devices-Use of Cellular Phone	Confiscation-Parent return only
Not wearing School Uniform	Administrative intervention
Hall Sweep	Indoor suspension, 01-03 days
Provocative language/Profanity	Indoor suspension, 01-03 days
Use of provocative language toward staff-defiance	Outdoor suspension Minimum 03 days
Academic Dishonesty	Indoor suspension, 01-03 days
Damaging School Property	Outdoor suspension -Minimum 05 days
Fighting	Outdoor suspension Minimum 10 days- first infraction Referral to the police, if applicable
Theft	Outdoor suspension, 05-10 days Referral to the police
Disruptions of Normal School Functions	Outdoor suspension, 05-10 days
Sex Violations, Drug Violations, or Weapon Violations; Battery on a Student or Staff Member	Outdoor suspension Minimum 10 days Referral to the police recommendation for Expulsion/Alternative school placement

***Students who are on indoor-outdoor suspension or have been convicted of or found to have committed a felony or a delinquent act are ineligible to participate in or attend extracurricular activities (1997 Senate Bill #458).***

**FINAL DISCIPLINARY ACTION TAKEN WILL BE AT THE DISCRETION OF THE ADMINISTRATOR.**



**STUDENT DRESS CODE:** Uniforms are mandatory every school day. Clothes must be in the correct size for the student and fit properly. All shirts must be polo style in school colors (white, yellow, or black) with a collar, and tucked inside without excess shirt hanging over the pants waistband. Students failing to wear their shirt fully tucked are in uniform violation. Visible under/outer garments must be in uniform colors, the sleeves of the under garment cannot extend past the sleeves of the top garment. Belts are mandatory and therefore considered part of the complete uniform. Pants must be “Docker-style”, khaki or black, with belt loops. Pants must be worn over the waist. No low rise pants are permitted. No jeans or stretch pants are permitted. Coats, jackets, sweaters and other protective attire must be in school colors with no writing on the jacket. No hats or head apparel (bandanas, sweat bands, etc.) of any kind. No changes, alterations or additions can be made to the uniform without approval from the administration. Any deviation from the above stated uniform is subject to disciplinary penalties and administrative intervention.

**USE OF CELLULAR PHONES:** Students are not allowed to use cellular phones throughout the instructional day. Students are to keep their cell phones off and out of sight. This will avoid theft of cell phones and disruptions during class time.

**Confiscated cell phones will only be returned to parents by an administrator. Repeated cell phone infractions will result in further disciplinary action.**



**INTERNET POLICY:** Utilization of the Internet by students and employees must be in support of and consistent with the educational objectives of the district. Internet users must adhere to the provisions of the standards of conduct established in the M-DCPS Code of Student Conduct, the Code of Ethics of the Education Profession in the State of Florida and School Board Policy 3210, Responsibilities and Duties.

**Responsible Users May Not:**

1. Use the technology for any illegal purpose, such as plagiarism.
2. Use impolite or abusive language.
3. Violate rules of common sense and etiquette.
4. Access or send inappropriate material.
5. Send or get copyrighted materials without permission.
6. Violate any other items specified in the M-DCPS Acceptable Use Policy.

### **HEALTH CONNECT IN OUR SCHOOLS (HCiOS) CLINIC**

The vision of the HCiOS is to provide school children with access to quality health care services including a medical home and behavioral health services through a health team in every school. The services will focus on improving student health, health education, school environment and lead to school success. The vision includes establishing and maintaining a standard for school health services for physical and mental health in all schools.

### **MIAMI-DADE COUNTY PUBLIC SCHOOLS TELEHEALTH PROGRAM**

Telehealth technology provides the opportunity for the student and the school nurse to consult with an advanced registered nurse practitioner (ARNP) or a medical doctor at Nicklaus Children's Hospital. Experts will utilize visual and audio tools to assess student's medical condition through remote connection. Medical conditions assessed include: fever, sore throat, earaches, cold symptoms and rashes. Students have access to these services Monday-Friday from 9:10-3:50 PM. A parent consent form is required to treat any student. For more information, please call 305-995-3993.

<b>HCiOS Staff</b>	
Cindy Harrah, ARNP	Joahanna Perez, RN
Ingrid Hernandez, LPN	Pricilla Oprandi, LCSW

### **PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)**

W.R. Thomas Middle School PTSA works with state and national PTSA's to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. They support the faculty and administrations in their efforts to improve educational/extracurricular activities in the school. They work to encourage parent, student and public involvement at the school as a whole. **Please join our active PTSA!**

### **SOCIAL MEDIA**



**SCHOOL WEBSITE:** Our website is filled with useful information. There are links to each core subject in addition to links for activities, clubs, teachers, and our school calendar. The school calendar is changed monthly. The website may be accessed at:

**<http://wrthomas.dadeschools.net>**

**APPS:** Download the MDCPS App to stay connected. Available in all formats.



**FACEBOOK:** Like us @[www.facebook.com/wrthomasmiddle](http://www.facebook.com/wrthomasmiddle)

**TWITTER:** Follow us @[WRTTIGERS](https://twitter.com/WRTTIGERS)

**MARQUEE:** Important school news, dates etc., will be posted on the marquee located at the front of the school as well as the school's website.

**CONNECT-ED PHONE MESSAGES:** Our administration will make every effort to keep students and parents well informed of special events and time sensitive events. Please assure that we have your correct and updated contact information.

### **PARENT PORTAL**

The Parent Portal is a confidential and secure web site where parents can get the most current information about grades and attendance. This resource also enables parents to track their child's progress in school.

Access the Parent Portal at: <http://www.dadeschools.net/parents.asp>

Below are instructions on how to create an account:

**Parent Portal** It is as easy as 1, 2, 3, 4

- 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

[www.dadeschools.net](http://www.dadeschools.net)

**TEXTBOOKS:** Students will have access to their e-textbooks through their student portal. For students who request a hardcover textbook, they are expected to properly care for textbooks and assume full responsibilities for the care of books loaned to them. Books are issued by the subject area teacher and must be returned to the same teacher upon completion of the year or

withdrawal from school. **Loss or damage to books due to theft or other circumstances will result in the student being assessed a replacement fee.** Failure of the student to pay for lost or damaged books within a reasonable amount of time will deprive the student of further use of free textbooks and school-wide activities. Students who owe fees for lost or damaged books will not be permitted to participate in team activities or school field trips. Upon payment for a lost book, another book will be issued. If a book presumed lost is found and returned, a refund will be made to the parent.

**LIBRARY MEDIA CENTER:** Our mission is to ensure that all students are effective users of ideas and information, to promote the appreciation of literature, and to encourage lifelong learning. We seek to support staff and meet all their resource needs.

#### **Hours and Library Media Center Usage Guidelines**

The W.R. Thomas W.R. Thomas Library Media Center is open from 9:00 a.m. - 4:00 p.m. Monday through Friday. During school hours, students must bring a written pass from a teacher or administrator when they come to the W.R. Thomas Library Media Center that states the purpose of their visit and duration of stay. No student without a pass will be permitted usage of the W.R. Thomas Library Media Center during school hours. Students are not permitted to use the W.R. Thomas Library Media Center during the class passing, scheduled meetings and testing dates.

In order for all students to cooperatively use the W.R. Thomas Library Media Center, the following student behaviors are required:

- Be productive
- Allow others to be productive
- Respect people and property

Any students who do not comply with these rules will be asked to leave for the day.

#### **Circulation Policies**

Middle school brings extra responsibility for our students in the way of independent reading assignments and research projects. It is important that all materials are returned promptly and in good condition so as not to hinder another student in his or her pursuit of knowledge.

- Students are permitted to check out three items at a time. To check out more, special arrangements must be made with LMC staff.
- Check out time for most items is two weeks.
- Lost or damaged books must be paid for promptly.
- Students who have had an overdue book for more than one month past the due date may have their library privileges reduced or revoked until the item is returned or paid for.
- Prior to summer break, students must return all books and/or pay all charges by the last day of school.

### **Computer Use Policies**

To use the computers in the W.R. Thomas Library Media Center for Internet research, students must agree to the following:

1. Present your pass to LMC staff, and sign in at the circulation desk.
2. Ask LMC staff which computer may be used.
3. Do not eat or drink while using computers.
4. Do not change any settings on the computer or download programs without first speaking to LMC staff.
5. You must be supervised by a teacher, or LMC staff while online.
6. Log out of the computer and push in your chair when you are finished.
7. Sign out at the circulation desk when leaving the W.R. Thomas Library Media Center.

### **HOMELEARNING/ i-Ready®/ MAKE-UP ASSIGNMENTS**

**HOME LEARNING POLICY:** A minimum of 75 minutes academic course work per night, Monday through Friday (School Board Policy 2330). This time does not reflect the additional 30 minutes that are to be devoted to reading; furthermore, students are to complete a reading log which is to be signed by the parent. Students in the Cambridge Academy Magnet Program may expect to incur additional time for assigned academic course work per night.

**Students should keep records of long and short-term assignments in their agenda. Parents should check this agenda daily to monitor homework assignments and contact the counselor if the student repeatedly states that he/she has no homework.**

#### **i-READY®:**

As part of the weekly home learning, students will also complete i-Ready assignments. I-Ready® is an adaptive diagnostic program that provides complex literary and informational texts, as well as close reading and the use of textual evidence to provide support for successful implementation of the new FSA Standards. Students who use the program for the recommended time will see rapid and sustainable comprehension and silent reading fluency gains, ultimately improving his or her performance on standardized tests. i-Ready® participation will count towards the student's course grade at the end of the nine weeks in all language arts classes.

**PARENT'S RESPONSIBILITIES:** There is plenty that parents can do to promote good study habits. Checking this Agenda Book for assignments will assist parents in monitoring the student's homework.

#### **Responsibilities include:**

1. Providing a positive study environment.
2. Providing continued interest and concern for the child's successful performance in school.

3. Encouraging and supporting the child in his/her performance of assigned homework.
4. Demonstrating an interest in assignments and assisting, if possible, when requested by the child. This is not to include performing the work for the child.
5. Supporting the school in regard to the student being assigned homework. Requesting assignments for students when short-term absences are involved.
6. Making sure student reads for a minimum of 30 minutes each night as delineated in the (School Board Policy 2330).
7. Providing accurate and updated address, telephone numbers and e-mail address on the Emergency Contact Card.

**MAKE-UP ASSIGNMENTS:** Students or parents may request homework assignments through the attendance office for extended absences (three or more days). If a student misses one day of school, he/she would be expected to take any tests and /or turn in any assignments on the day he/she returns to school. For each day absent, the student will have the equivalent days to make up the work assigned during the absence.

**The student is responsible to present the excused note from the office to his/her teachers and ask for missed assignments.**

#### **TRANSPORTATION ELIGIBILITY**

The Miami-Dade County School Board furnishes free school bus transportation to students who live outside a two-mile radius of the school.

**Students qualifying for free transportation must follow these procedures:**

1. Obtain a temporary school bus pass from the attendance clerk.
2. Obtain a bus pass from the bus driver after presenting the temporary bus pass.
3. Board and leave the bus at his or her assigned stop only.
4. Ride no bus other than the one to which student is assigned. Students are not authorized to ride any other bus for any reason.
5. Be on time and line up off roadway while awaiting the bus.
6. Present the valid bus pass upon entering the bus.
7. Behave accordingly: body parts inside bus, do not throw objects out of window, no disruptive behavior, keep bus clean, and obey the driver.
8. All students are to report to the bus stop 10 minutes before the scheduled pick-up time.

In the event of a bus breakdown or late arrival, students are to wait at their regular stop until a relief bus arrives. Missing the bus is not a reason for an excused absence.

**Riding the bus is a privilege, which should not be abused. The bus driver may report any misconduct to the appropriate school administrator. Students may be temporarily or permanently suspended from the bus for conduct that violates the rules.**

#### **SAFETY AND SECURITY**

**FIRE DRILL & LOCKDOWN EXERCISES:** Fire drill and lockdown exercises will be held periodically throughout the year. These exercises are designed for

the maintenance of school security and safety. Students are expected to behave appropriately.

**GUESTS AND VISITORS:** For school-wide safety, all parents, officials, and other visitors must check in at the security desk and receive a visitor's pass. Guests are not permitted on campus; and visitors should be cleared for school business only. In addition, surveillance cameras are on school premises as a security measure and are monitored daily.

**HALL PASSES:** Students are not permitted outside of his or her classroom during the class period without authorization from a school official (e.g. teachers, counselor, and administrator). The authorization must be documented in the student agenda only. This information should include the time, date, student's name, destination and the official's signature. Whenever possible, this agenda will serve as the tool to document student hallway authorization. Students found out of the designated area or using another student's agenda without official authorization will be subject to disciplinary action. Students are not permitted in the hallways 10 minutes after the bell rings and/or 10 minutes before the bell rings as per our "No Walk Policy" in order to monitor hallways.

#### **STUDENT SERVICES**

Student services personnel help students focus on their potential for success. They use assessment, consultation, prevention, and collaboration to assist in development of appropriate behavioral and academic interventions. Counselors will be available for consultation and guidance throughout the year. Students and parents are urged to contact the counselor anytime there are concerns; it is our intent to be responsive to your child's needs.

<p style="text-align: center;"><b><u>Dr. Caballero</u></b></p> <ul style="list-style-type: none"><li>• Grade 6 Counselor</li><li>• Grade 7 Counselor (Last Name Letters: A-M)</li></ul>	<p style="text-align: center;"><b><u>Ms. Cruz</u></b></p> <ul style="list-style-type: none"><li>• Grade 7 Counselor (Last Name Letters: N-Z)</li><li>• Grade 8 Counselor</li></ul>
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#### **COUNSELOR REQUESTS:**

1. Obtain a "Counselor Request Form" from your advisor or the attendance office.
2. Fill in all the information and return it to any one of your child's teacher or to the counselor's box in the main office.
3. Your counselor will send for you as soon as possible.
4. In an emergency situation, you may ask your teacher for a pass to the guidance office.
5. Students are not allowed to come to the office between classes. They must first report to class.