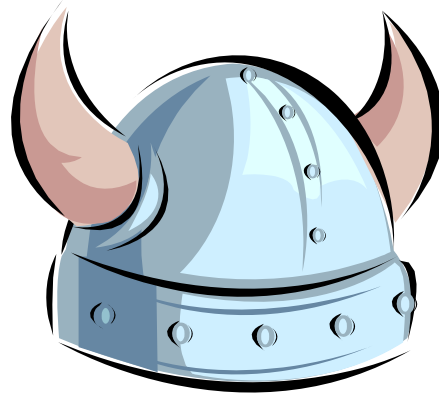


Parent/Student Handbook



2011-2012

RICHMOND HEIGHTS MIDDLE SCHOOL

15015 SW 103 Ave
Miami, Florida 33176
Telephone: (305) 238-2316

Website: <http://richmondheightsmiddle.org>

Kristal B. Hickmon
Principal

Michelle M. Atherley
Assistant Principal

Reginald J. Fox
Assistant Principal

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

Ms. Perla Tabares Hantman, Chair

Dr. Lawrence S. Feldman, Vice Chair

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Ms. Raquel A. Regalado

Ms. Hope Wilcox, Student Advisor

**Mr. Alberto M. Carvalho
Superintendent of Schools**

**Mr. Freddie Woodson
Deputy Superintendent, District/School Operations**

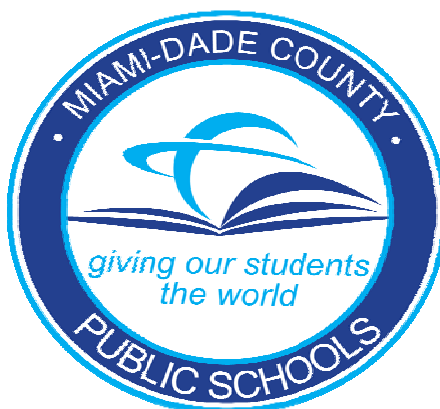


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Miami-Dade County Public Schools

Vision Statement

We are committed to provide educational excellence for all.

Mission Statement

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.

Message from the Principal

Dear Richmond Raiders,

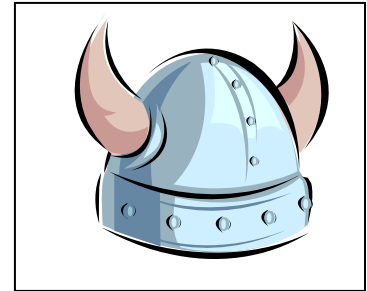
With pride in our school and joy and excitement in my heart about the start of the new school year, I welcome each child and each family to the 2011-2012 school year here at Richmond Heights Middle School. The faculty and staff here at RHMS have been busily preparing for your arrival and your success. We are committed to give our absolute best to ensure that you succeed while here with us.

High expectations and high standards for our students are the two things that we work hard to maintain. We expect our students to be **present each day dressed in their uniform**, to come to school **prepared**, to have their **homework done** neatly and to **turn in** to their teachers, **to complete 60 sessions of Reading Plus with 70% accuracy to improve their reading fluency and comprehension**, to practice **FCAT Explorer**, to **read, read, read**, and to **practice their math skills nightly**. It is our belief that all of our students will rise to the challenge and achieve beyond measure. So as we forge ahead into the 2011-2012 school year, I am optimistic that you, our students, under the skillful guidance of your teachers will blossom into **responsible, respectful, articulate, and self-disciplined** young adults. This is our mission and ***this mission is possible!***

RICHMOND HEIGHTS MIDDLE SCHOOL

Mission Statement

Richmond Heights Middle School's mission is to improve upon students' abilities to read, write, comprehend, and articulate through an integrated curriculum which will prepare all students for diversely multicultural and technological world of the twenty-first century.



Website

<http://richmondheightsmiddle.org>

Feeder Pattern Schools

Elementary Schools

Bel-Aire Elementary
Goulds Elementary
Caribbean Elementary
Cutler Ridge Elementary
Jack D. Gordon Elementary
Gulfstream Elementary
Miami Heights Elementary
Pine Lake Elementary
Pine Villa Elementary
South Miami Heights Elementary
Whispering Pines Elementary
Dr. Edward L. Whigham Elementary

Middle Schools

Centennial Middle School
Cutler Ridge Middle School
Mays Conservatory (6-12)
Richmond Heights Middle School

Senior High School

Miami Southridge Senior
Robert Morgan Senior



MIAMI-DADE COUNTY PUBLIC SCHOOLS

2011-2012 SCHOOL CALENDAR

ELEMENTARY AND SECONDARY

July 2011				
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 2011				
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 2011				
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

October 2011				
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 2011				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2011				
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 2012				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2012				
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		

March 2012				
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

April 2012				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 2012				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2012				
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

FLORIDA COMPREHENSIVE ASSESSMENT TEST® FCAT SUNSHINE STATE STANDARDS (SSS) / FCAT 2.0 NEXT GENERATION SSS		
OCTOBER 10-14, 2011 OR OCTOBER 17-21, 2011	GRADES 11-ADULT* (NEW STUDENTS/RETAKE)	FCAT READING & MATHEMATICS FCAT 2.0 READING RETAKE TESTS
DECEMBER 6-7, 2011	GRADES 4, 8, AND 10	FCAT WRITING PROMPT FIELD TEST
FEBRUARY 28- MARCH 1, 2012	GRADES 4, 8, AND 10	FCAT WRITING
APRIL 16-27, 2012	GRADES 3-10	FCAT 2.0 READING
APRIL 16-27, 2012	GRADES 3-8	FCAT 2.0 MATHEMATICS
APRIL 16-27, 2012	GRADES 5 AND 8	FCAT 2.0 SCIENCE
APRIL 16-27, 2012	GRADES 11-ADULT* (NEW STUDENTS/RETAKE)	FCAT READING & MATHEMATICS FCAT 2.0 READING RETAKE TESTS

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

**2011-2012 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY
MIAMI-DADE COUNTY PUBLIC SCHOOLS
MIAMI, FLORIDA**

August 18, 19	Teacher planning days; no students in school
August 22	First Day of School; begin first semester
September 5	Labor Day; holiday for students and employees
September 22	Secondary early release day
September 29*+##	Teacher planning day; no students in school
October 27	Secondary early release day and end of first grading period; first semester
October 28	Teacher planning day; Professional Development Day-not available to opt; no students in school
October 31	Begin second grading period; first semester
November 11	Observation of Veterans' Day; holiday for students and employees
November 24	Thanksgiving; Board-approved holiday for students and employees
November 25	Recess Day
December 8	Secondary early release day
December 19*+##	Teacher planning day; no students in school
December 20- January 2, 2012	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 grading period
January 23 *+##	Teacher planning day; no students in school
January 24	Begin second semester; third grading period
February 2	Secondary early release day
February 3	Teacher planning day; Professional Development Day-not available to opt; no students in school
February 20	All Presidents Day; holiday for students and employees
March 12 - 16	Spring recess for students and all employees with the exception of Fraternal Order of Police employees
March 29	End third grading period; second semester
March 30 *+##	Teacher planning day, no students in school
April 2	Begin fourth grading period; second semester
April 6 *+##	Teacher planning day, no students in school
May 3	Secondary early release day
May 28	Observance of Memorial Day; holiday for students and employees
June 7	Last Day of School; end fourth grading period; second semester
June 8	Teacher planning day; no students in school

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

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 11, 2011	June 8, 2012
Assistant Principals and 10-month clerical	August 11, 2011	June 15, 2012
Cafeteria Managers	August 15, 2011	June 8, 2012
Satellite Cafeteria Managers	August 17, 2011	June 7, 2012
All Instructional Staff, Paraprofessionals & Security	August 18, 2011	June 8, 2012
Assistant to Cafeteria Managers/MAT Specialists	August 19, 2011	June 7, 2012
Cafeteria Workers (part-time)	August 22, 2011	June 8, 2012

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 16, 17, 2011, or June 11, 12, 2012, in lieu of any one or two of the following days: September 29, 2011, December 19, 2011, January 23, 2012, March 30, 2012, and April 6, 2012. October 28, 2011, and February 3, 2012, 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 11, 12, 2012, in lieu of any one or two of the following days: September 29, 2011, December 19, 2011, January 23, 2012, March 30, 2012, and April 6, 2012. October 28, 2011, and February 3, 2012, 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, 2011, or June 18, 19, 2012, in lieu of any one or two of the following days: September 29, 2011, December 19, 2011, January 23, 2012, March 30, 2012, and April 6, 2012. October 28, 2011, and February 3, 2012, are Professional Development Days and are not available to opt.

MIAMI-DADE COUNTY PUBLIC SCHOOLS 2011 - 2012 TESTING CALENDAR, GRADES K-12

Tentative: June 22, 2011

The calendar will be updated periodically as additional information is obtained about the district, state, national, and international tests administered to the students in Miami-Dade County Public Schools.

DATE	DESCRIPTION	ABBREVIATION	PARTICIPANTS	REASON FOR TEST
July 18-19	<i>Alternative Assessment for Grade 3 Promotion</i>	AAGTP	Grade 3, <i>retained only</i>	State
August 22– September 2	<i>Baseline Benchmark Assessments Reading, Mathematics, and Science</i>	BBA	Grades 3-11	State and District
August 22- October 4	<i>Florida Kindergarten Readiness Screener Early Childhood Observation System Florida Assessment for Instruction in Reading</i>	FLKRS ECHOS FAIR	Kindergarten	State
August 23- September 9	<i>District Writing Pre-Test</i>	DWT	Grades 1-10	State and District
August 29 – October 18	<i>Florida Assessments for Instruction in Reading Assessment Period 1 (AP1)</i>	FAIR	Grades 1-3, <i>all</i> ; Grades 4-12, <i>selected students**</i>	State and District
September/ October	<i>Preliminary ACT Test</i>	PLAN	Grade 10, <i>optional</i>	Nationally Offered
September 24 - November 2	The Programme for International Student Assessment (PISA)	PISA	Age 15	Federal
October 10 – May 25	<i>National Assessment of Educational Progress</i>	NAEP	Grades 4, 8, 12, <i>selected schools</i>	Federal
October 12	<i>College Board Preliminary SAT / National Merit Scholarship Qualifying Test</i>	PSAT / NMSQT	Grade 9, <i>optional</i> Grade 10 Grade 11, <i>optional</i>	Nationally Offered State Nationally Offered
October 17-21	<i>Florida Comprehensive Assessment Test Reading and Mathematics Retake*</i>	FCAT / FCAT 2.0 RETAKE	Grades 10+, 11, 12, <i>as needed***</i>	State
October 17 – 31	<i>Interim Assessment Tests: Fall Reading, Mathematics, and Science</i>	IA	Grades 3-11	State and District
November 7 – March 30	<i>Florida College Entry-Level Placement Test / Florida College Basic Skills Exit Test/ Florida's Post Secondary Education Readiness Test</i>	CPT / FCELPT / PERT	Grades 11-12, <i>optional</i>	State
November 15-16	<i>Grade 3 Mid-Year Promotion</i>	GTMYP	Grade 3, <i>eligible retained students</i>	State
November 28- December 2	<i>Florida Competency Examination on Personal Fitness</i>	FCEPF	Grades 9-11, <i>optional</i>	State
November 29 – February 2	<i>Florida Assessments for Instruction in Reading Assessment Period 2 (AP2)</i>	FAIR	Grades K-3, <i>all</i> ; Grades 4-12, <i>selected students**</i>	State
December 6-7	<i>Florida Comprehensive Assessment Test Writing Prompt Field Test</i>	FCAT	4, 8, and 10	State
December 12-16	<i>Florida End-of-Course Assessments (Semester 1)* Algebra 1</i>	EOC	Grade 6-12, enrolled students	State
January	<i>ACT Practice Test</i>	ACT	Grades 11-12, <i>selected schools, registered students</i>	District
January 3-17	<i>District Writing Mid-Year Test</i>	DWT	Grades 1-10	State and District
January 9- January 20	<i>Interim Assessment Tests: Winter Reading, Mathematics, and Science</i>	IA	Grades 3-11	State and District
January 9 – February 27	<i>Florida Alternate Assessment</i>	FAA	Grades 3-11****	State
January 24- May 6	<i>Grade 3 Reading Student Portfolio</i>	GTRSP	Grade 3	State

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2011 - 2012 TESTING CALENDAR, GRADES K-12
Tentative: June 22, 2011

DATE	DESCRIPTION	ABBREVIATION	PARTICIPANTS	REASON FOR TEST
February 28-March 1	<i>Florida Comprehensive Assessment Test Writing</i>	FCAT Writing	Grades 4, 8, 10	State
March 5-April 6	<i>Comprehensive English Language Learning Assessment</i>	CELLA	Grades K-12, <i>all current ELLs and selected former ELLs</i>	Federal and State
April 4 - May 23	<i>Florida Assessments for Instruction in Reading Assessment Period 3 (AP3)</i>	FAIR	Grades K-3, <i>all</i> ; Grades 4-12, <i>selected students**</i>	State
April 10-13	<i>Stanford Achievement Test, Tenth Edition Reading and Mathematics</i>	SAT-10	Grades K-2	District
April 16-27	<i>Florida Comprehensive Assessment Test</i>	FCAT / FCAT 2.0		Federal and State
	<i>Reading*</i>		Grades 3-10	
	<i>Mathematics</i>		Grades 3 - 8	
	<i>Science</i>		Grades 5, 8	
	<i>Reading and Mathematics Retake*</i>	FCAT / FCAT 2.0 RETAKE	Grades 10+,11,12, <i>as needed***</i>	
April 30-May 4	<i>Florida Competency Examination on Personal Fitness</i>	FCEPF	Grades 9-11, <i>optional</i>	State
April 30-June 1	<i>Florida End-of-Course Assessments US History (Field Test)</i>	EOC	<i>Selected schools, grade levels</i>	State
May 2- 22	<i>International Baccalaureate External Written Examinations</i>	IB	Grades 11-12, <i>enrolled students only</i>	Internationally Offered
May 7-18	<i>Advanced Placement Examinations</i>	AP	Grades 9-12, <i>enrolled, registered students only</i>	Nationally Offered
May 7-25	<i>Florida End-of-Course Assessments(Semester 2)* Algebra 1 Biology 1 Geometry</i>	EOC	Grade 6-12, <i>enrolled students</i>	State
May 23-June 6	<i>Alternative Standardized Reading Assessment</i>	ASRA	Grade 3, <i>selected students</i>	State
June	<i>Cambridge Advanced International Certificate of Education Examinations</i>	AICE	Grades 9-12, <i>selected schools</i>	Internationally offered

Notes:
 *The Grades 6 and 10 FCAT 2.0 Reading, FCAT 2.0 Reading Retake, FCAT Mathematics Retake, and all End-of-Course (EOC) tests are computer-based testing platform only. Paper-based accommodations are available to eligible students.

- **The following students in all schools must participate in *FAIR* as follows:
- All students in grades K-3
 - Grades 4-10: only students in FCAT Levels 1 and 2
 - Grades 11-12: only students eligible to take the FCAT Reading Retake

***Students who need to pass one or more sections of the test.

****Only includes ESE students exempted from standardized testing at these grade levels.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2011 - 2012 TESTING CALENDAR, GRADES K-12
Tentative: June 22, 2011

TESTS GIVEN ON AN AS-NEEDED BASIS			
DESCRIPTION	ABBREVIATION	PARTICIPANTS	REASON FOR TEST
<i>Aprenda La Prueba de los Logros en Español Segunda Edición</i> Placement decision for Gifted Program, Spanish-speaking ELLs	APRENDA	Grades K-12, <i>eligible ELLs</i>	State
<i>The Iowa Tests (Iowa Tests of Basic Skills and Iowa Tests of Educational Development)</i> Placement decisions for Gifted Program Exit ESOL Program (six semesters or more)	ITBS/ITED	Grades K-12, <i>eligible students</i> Grades 2-12, <i>selected students</i>	Federal and State
<i>Miami-Dade County Oral Language Proficiency Scale Revised</i> Placement decisions for ESOL Exit ESOL Program- Second Instrument Needed	M-DOLPS-R	Grade K, <i>eligible students</i>	Federal and State
<i>On-line Comprehensive English Language Learning Assessment</i> Placement decisions for ESOL Extension of services for ESOL Program	On-line CELLA	Grades 1-12, <i>eligible students</i>	Federal and State

**FLORIDA COLLEGE BASIC SKILLS EXIT TEST (FCBSET) /
POST SECONDARY EDUCATION READINESS TEST (PERT)**
READING, WRITING, AND MATHEMATICS
Grades 11-12, Enrolled Students

SENIOR HIGH SCHOOLS

January 10-12, 2012

May 29 - 31, 2012

ADULT EDUCATIONAL CENTERS

November 30- December 2, 2011

April 3-5, 2012

July 24-26, 2012

COLLEGE ENTRANCE EXAMINATIONS
NATIONALLY OFFERED FOR INTERESTED, REGISTERED STUDENTS

SAT and SAT Subject Test Dates*		ACT Test Dates	
October 1, 2011	March 10, 2012 (SAT Only)	September 10, 2011	April 14, 2012
November 5, 2011	May 5, 2012	October 22, 2011	June 9, 2012
December 3, 2011	June 2, 2012	December 10, 2011	
January 28, 2012		February 11, 2012	

*SAT Sunday administrations usually occur the day after each Saturday test date for students who cannot test on Saturday due to religious observance.

Important Dates - Tentative

Interim Report Distribution	Report Card Distribution
September 22, 2011	November 18, 2011
December 8, 2011	February 8, 2012
February 23, 2012	April 19, 2012
May 3, 2012	June 27, 2012

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 noncurriculum-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, noncurriculum-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. It is the student's responsibility to make up the work missed while on a fieldtrip. 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.

Athletics

The Middle School Sports Athletic Program (MSAP) is designed to maximize opportunities for school and student participation in a variety of sports and events. Students should be encouraged to participate in activities that satisfy their needs for growth and development. The intramural program provides an opportunity for all students to become involved in team and individual competitions and special events within their school. The interscholastic program allows students who have demonstrated a higher level of proficiency to participate in competitions involving other schools.

Intramurals take place before or after school. No academic credit is awarded. Intramural competitions take place a minimum of two weeks prior to the beginning of interscholastic team practice. Intramurals then continue for an additional four weeks, for a total of six weeks per sport.

Selection of interscholastic teams is made from a school's intramural teams and is based upon student interest, athletic skills and age. To be eligible to participate, seventh and eighth grade students must have at least a 2.00 grade point average for the previous grading period in academics and conduct in order to be eligible for participation. At the start of the school year, the final grades of the previous year determine eligibility. It is recommended that each school use a parent consent form to be turned in prior to student

participation in athletic tryouts. It is also recommended that students be encouraged to purchase school insurance as a prerequisite for participation.

Participation in the MSAP is optional and a school may participate in any or all of the sports being offered. The MSAP currently offers schools the opportunity to field teams and compete in the following sports: basketball, bowling, cross country, golf, soccer, softball, swimming, tennis, track and field, volleyball and wrestling.

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. Middle school students are not allowed to participate in the sale of magazines.

Bringing Pets to School

Students are not allowed to bring pets to school.

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.

NOTE: Upon returning to school after an absence, a student must bring a note from his/her parent and report to the Attendance Office twenty minutes prior to advisement (8:40 – 9:00 a.m.) to receive an admit. Students with a note from a physician or their parents will usually be issued an Excused admit. Students without a note will not be issued an admit. Students are to present the admit to each of their teachers during the course of the day and obtain their teachers' initials on the admit. Students have up to 72 hours to bring in their absentee notes, after which the absence will remain unexcused. Absences from class due to class cuts, truancies, and suspensions will be considered unexcused absences.

Remember, ten unexcused absences can result in failure to receive credit for classes. Students must bring a note from home every time they are absent from school up to ten days, otherwise, it will be marked as an unexcused absence. After the tenth day of absence, a note from a doctor or from a reliable source (other than the parent) explaining legitimate absences, will be required.

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)

Arrival/Dismissal

School Hours: 8:30 AM – 4:30 PM

DAILY BELL SCHEDULE:

TIME	BLOCK
9:10-9:35	HOMEROOM
9:40-11:30	I
11:35-1:55	II
2:00-3:50	III

Late Arrival (Tardiness)

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. When students are tardy to school, they must report to the attendance counter (east side of the office) for an admit to class on the day they are tardy. Tardy students should have a note of explanation from a physician or their parent must enter with them or it will not be considered permissible. Students arriving late on school buses are given permissible passes. However, car trouble or a missed bus is not a permissible reason for tardiness. For unexcused tardies, students will be issued an after-school detention. Parents are to provide transportation, if necessary. No student will be admitted to homeroom late without an excused tardy, a detention slip, an admit, or a late bus pass. Students must be in their classrooms when the tardy bell rings. Students who are tardy to class will face disciplinary action, which may include detention, cut in conduct grades, or assignment to indoor suspension.

***Note: Students, who are tardy five or more times per nine weeks to school, will receive an “unexcused” admit to class (even if student is escorted by a parent). In order for any excessive tardiness to be considered “excused”, a note from a physician is required.**

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). When it becomes necessary for the student to be dismissed early, a parent or guardian **MUST** come to the office (with a valid picture ID) before 3:20 p.m. and sign a “Permit to Leave School” form. The school will **NOT** release a student if a parent calls the school or sends a note. Upon returning to school, the student will present the “Permit To Leave School” form to those teachers whose classes were not attended. Students will only be released to those individuals whose names are listed on the Emergency Contact Card in the section titled “Release of Student from School” and by permission of the parent. This policy is intended for the safety of the student.

Comprehensive Reading Plan

All secondary students are encouraged to read independently choosing books of interest. Required readings for classroom instruction are assigned by the English teacher.

Lost and Found

Lost and Found is located in the main office. Students should make sure that their possessions have some means of identification on them. Missing items must be reported to the office IMMEDIATELY. Items not claimed within 30 days will be disposed of.

Cafeteria

Food Cost

Breakfast		Lunch	
All Students	No charge	Students	\$2.50
Adults	\$2.00	Reduced Price, Students	\$0.40
		Adults	\$3.00

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 provides 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 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

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 Richmond Heights Middle School 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 you provide on the Student Data/Emergency Contact Card will enable school staff to contact you immediately in the case of an emergency involving your child. Students may only be released from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

Halls/Hall Passes

Approximately 5 minutes are allowed to pass from class to class. Students should be seated in their classroom when the tardy bell rings. 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 your hall pass courteously when asked to do so.

When students are not under the direct supervision of the teacher, they are to have a yellow hall pass with their name, date, time, destination, and teacher signature. Students who come to the main office, use the telephone, enter the building early or late must have a hall pass. Passes are not to be issued during the first and last 20 minutes of the block.

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/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.

Additionally, M-DCPS is proud to launch SPOTsuccess, an initiative that enhances the COSC. It supports civic, moral and ethical values, encourages a positive and supportive school climate, and allows all school personnel to recognize and reward students for exemplifying model student behavior. Parents/guardians can check to see if their children are recognized through the SPOT success system by creating a Parent Account. For instructions, log on to M-DCPS Website at <http://www.dadeschools.net/parents/parents.htm> ,click on Parent Portal and follow the directions on the screen. If you need additional assistance, you may contact your child's school.

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

Disruptive Behaviors

- Unauthorized location
- Confrontation with another student
- Cutting class
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Failure to comply with class and/or school rules
- Possession of items or materials that are inappropriate for an educational setting *
- Inappropriate public display of affection
- Repeated use of profane or crude language (general, not directed at someone)
- Unauthorized use of electronic devices
- Violation of dress code



Special Notes

- * See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

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

- Parent/guardian contact **
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Detention or other Board-approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- School Center for Special Instruction (SCSI) ***
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in an informal counseling session related to the infraction
- Behavior Plan

Special Notes

- ** Good faith attempt must be made immediately to contact parent/guardian by telephone.
- *** Send written notice to parent/guardian within 24 hours via U.S. mail.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.

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
- Distribution of items or materials that are inappropriate for an educational setting*
- Failure to comply with previously prescribed corrective strategies
- False accusation
- Fighting (minor)
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school grounds without permission
- Joining clubs or groups not approved by the School Board
- Libel
- Petty theft (under \$300.00)
- Use of profane or provocative language directed at someone
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Slander
- Vandalism (minor)

Special Notes

- * See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

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 **
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior
- Suspension from school for one to five days***
- Diversion Center



Special Notes

- ** Good faith attempt must be made immediately to contact parent/guardian by telephone.
- *** Send written notice to parent/guardian within 24 hours via U.S. mail.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.

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

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment)*
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)**
- Hazing (misdemeanor)
- Possession or use of alcohol and/or controlled substances
- Possession of simulated weapons
- Sexual harassment**
- Trespassing
- Vandalism (major)

Special Notes

➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.

* Bullying infractions do not require a SPAR

** Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.

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***
- Suspension from school for one to ten days****
- Permanent removal from class (placement review committee decision required)
- Diversion Center
- Recommendation for alternative educational setting
- Recommendation for expulsion




Special Notes

*** Good faith attempt must be made immediately to contact parent/guardian by telephone.

**** Send written notice to parent/guardian within 24 hours via U.S. mail.

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p>LEVEL V Behaviors are the most serious acts of misconduct and violent actions that threaten life.</p> <h3 style="text-align: center;">LEVEL V</h3> <p>Most Serious, Dangerous or Violent Behaviors</p> <ul style="list-style-type: none"> • Aggravated assault • Aggravated battery against a non-staff member • Armed robbery • Arson • Assault/Threat against M-DCPS employees or persons conducting official business • Battery or Aggravated battery against M-DCPS employees or persons conducting official business* • Homicide • Kidnapping/Abduction • Making a false report/threat against the school* • Sexual battery • Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons.* 	<p>The principal or designee must use the following strategies from PLAN V. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p> <h3 style="text-align: center;">PLAN V</h3> <ul style="list-style-type: none"> • Parent/guardian contact ** • Suspension from school for ten days *** • Recommendation for expulsion <div style="text-align: center; margin: 20px 0;">  </div>
<p style="text-align: center;">Special Notes</p> <ul style="list-style-type: none"> ➤ All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. ➤ The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion. <p>* Mandatory one year expulsion.</p>	<p style="text-align: center;">Special Notes</p> <ul style="list-style-type: none"> ** Good faith attempt must be made immediately to contact parent/guardian by telephone. *** Send written notice to parent/guardian within 24 hours via U.S. mail. ➤ This level of infraction may result in an expulsion requiring School Board action.
<p>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</p>	

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

Students' apparel should not distract from the educational environment, or be hazardous to the health and safety of anyone in the school. Richmond Heights Middle School is a MANDATORY UNIFORM SCHOOL. The mandatory uniform dress code for Richmond Heights Middle School is as follows:

SHIRTS/TOPS

COLORS: Royal Blue, Light Blue, Navy Blue, White or Khaki with or without school patch

STYLE: Long or short sleeve polo and/or
Long or short sleeve oxford shirts/button down shirts only.

- ❖ Boys and girls must tuck in their shirts at all times.

BOTTOMS/PANTS/SKIRTS

COLORS: Navy Blue, Black, or Khaki (NO DENIM)

- ❖ All pants must be ankle-length. Pants CANNOT be worn below the hips.
- ❖ Dresses and skirts must be a length appropriate for the world of work. Slits in skirts must be on the side and cannot be higher than the base of the knee cap.

SHOES

- ❖ Closed-in shoes/sneakers are to be worn at all times.

The clothing attire listed below is NOT PERMITTED to be worn at Richmond Heights Middle School:

- ❖ Mini skirts, mini dresses, tennis skirts
- ❖ Shorts of any kind, skorts, culottes, Capri pants, leggings and/or pajamas
- ❖ Riding/cycling pants, spandex, sweat pants
- ❖ Sagging/low-riding pants, and/or the “dropping” of pants
- ❖ Low-cut apparel
- ❖ Tube tops, see-through blouses without camisoles or whole slips, bare backs, bare midriffs, halter tops, and spaghetti straps
- ❖ Sleeveless undershirts “belly tees”, “wife-beater t-shirts”, tank tops, and muscle shirts,
- ❖ Caps, hoodies, hats, sweatbands, visors, bandanas, head scarves, hair rollers, and sunglasses
- ❖ Sandals, clogs, open toe shoes, backless shoes, flip-flops, bedroom slippers, metal cleats, taps, and soft sole shoes are not permitted.
- ❖ Written messages, pictures, or symbols displayed that portray ideas that are offensive, or threaten the health, safety, or welfare of students and/or faculty (e.g., messages which relate to drugs, smoking, alcohol, sex, profanity or support illegal organizations) may not be worn at school any time.

Cell Phones/Electronic Devices

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 COSC.

The following electronic items are not appropriate for school and therefore should be left at home:

- ❖ IPODS, MP3 players, CD players/walkmen, electronic games etc.
- ❖ Beepers and cell phones (*Please note: District and school policy prohibits cell phone usage by students during the school day. Cell phones are to be completely off, including vibrating mode from the start of the school day until dismissal.*)

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 received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. 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.

Services Include:

- | | |
|----------------------|--------------------|
| Doctor Visits | Mental Health |
| Check-ups and Shots | Prescriptions |
| Hospital and Surgery | Emergency Services |
| Vision/Hearing | Dental |

Florida KidCare accepts applications all year. **No interview is required.** You can apply online at www.floridakidcare.org and click “Apply Online Now”. **If you would like assistance, please visit this school and ask to speak with the KidCare Liaison**

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.

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 a large, stylized font across the top. Below this is a dark banner with the text 'Parent Portal It is as easy as 1, 2, 3, 4'. The main content consists of four numbered steps in rounded rectangular boxes:

- 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, club activities, overdue or lost library books must be paid in the school's treasurer's office.

Grade Reporting

Academic Grades

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

GRADES	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 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 student to request the assignments from the teacher (s).

Out of Area Student Transfer – Board Policy 5131

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, the 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.

Textbooks

Textbooks remain the property of the State of Florida and are on loan to students. Textbooks are provided for students to keep at home and it is expected that these books will be handled with care and remain in good condition. Textbooks will be brought into the school several times during the year for textbook checks. If a book is lost, damaged, or stolen, it must be paid for before a new book is issued. Students who do not present books for book checks/returns may be subject to disciplinary action.

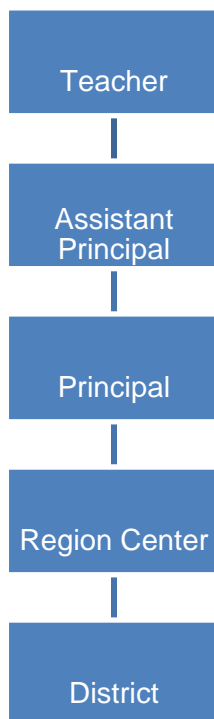
Permanent Records (FYI – from the Student Educational Records Manual)

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 birthdate, 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

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)

School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an alternative to suspension from school. The center is designed to provide tutorial and guidance services. When misconduct in a class results in an assignment to SCSI, the student should be 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 if the distance between the home and the school exceeds two miles (2), or if the distance between the home and the nearest bus stop exceeds 1 ½ miles. Students who do not meet these distance requirements are not eligible for transportation services. Special provisions may be made for Special Education students based on the requirements of their Individualized Education Plan (IEP). Also, transportation will be provided to those students in the magnet program that live within the transportation zones belonging to our school. These students will be expected to ride their assigned school bus each day and to board and leave the bus at their assigned stop. Temporary bus passes will not be issued. The bus driver will issue bus rules and students are expected to comply with these rules. Miami-Dade County Public Schools does not provide supervision for students who wait for school buses at scheduled school bus stops. Furthermore, it is the parent's responsibility to provide supervision for his/her child prior to the time a school bus arrives at an assigned bus stop.
- Questions or concerns about the school buses that service Richmond Middle can be directed to the following:
 - Bus numbers that begin with "3" (305) 248-3380**
 - Bus numbers that begin with "5" (305) 234-0046**
 - Bus numbers that begin with "7" (305) 277-1995**

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 in school should report it immediately to the nearest staff member.

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 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 School 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, teacher and staff must remain outside the building until permission is given to re-enter.

Transporting Students to School (customize)

Bicycles/Skateboards (customize/optional)

All bicycles must be locked in the bike area on the east side of the school. All bicycles must be locked individually. The exit gate will only be open until 9:10 a.m. and after school (dismissal) each day. The school will NOT be responsible for any lost or stolen bicycles or vandalism to bicycles. As a safety precaution, bikes are to be walked—not ridden—on school grounds. Students are encouraged to exercise bicycle safety at all times.

Visitors

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with security when they enter the building by signing-in and producing photo identification. They must also immediately report to the main office where they will be given a Visitor's pass that must be worn at all times. Any person who is not enrolled as a student at Richmond Middle School is not permitted to be in the school or on the school grounds without permission from an administrator. School-aged house guests will not be permitted to visit the school, attend classes, or ride school buses. 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.

Media Center

The Media Center is open each day during school hours. The Media Center is available for both class and individual use; however, students must obtain permission from their classroom teachers in order to use the Media Center and the computer lab inside. Students may check out two (2) books at a time and keep them for two (2) weeks. Encyclopedias and other reference materials may be checked out over night with permission from the Media Specialist.

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/guardian 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/guardian involvement in the special education process is very important. Parents/guardians 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/guardians 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. This notice of procedural safeguards is made available to the parent/guardian. 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

An organized and comprehensive guidance program is provided for all students. The guidance program assists students in solving social and personal problems, as well as helping them with educational and vocational planning. Any student wishing to see a counselor may do so by filling out a Counselor Request Form. These forms can be obtained in the student's homeroom and the student will be called at a later time for the appointment. Students are not permitted to come to the main office and request to see the counselor unless it is an emergency. Ms. Bevilacqua is the school's counselor and she is responsible for all grade levels. In addition, Richmond Heights Middle School offers:

- School Center for Special Instruction (SCSI): Ms. Bell
- Part-time EBD Counselor- Mrs. Johnson

The Parent Academy

The Parent Academy is a free, year-round, parent/guardian engagement and skill building program of Miami-Dade County Public Schools (M-DCPS). The goals are to educate parents/guardians 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 and students.

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*)
- Personal Growth (*Example: Parent Portal*)
- Health and Wellness (*Example: Preventing Substance Abuse*)

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, 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 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 (HIPPPY) 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

(Northside 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/> .

(Title I Parent's Right to Know Letter - *Place on School's Letterhead*)

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,

School Principal

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.