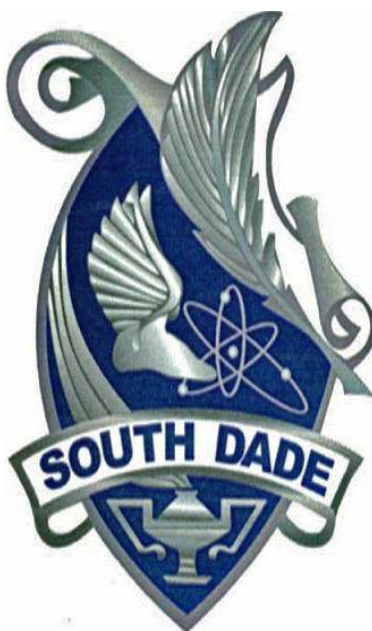


SOUTH DADE SENIOR HIGH SCHOOL

2009-2010

PARENT & STUDENT HANDBOOK



**MS. ALICIA HIDALGO
PRINCIPAL**

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PRINCIPAL'S MESSAGE

Dear South Dade Senior High Students and Parent(s)/Guardian(s):

I would like to take this opportunity to welcome you to the 2009-2010 school year at South Dade Senior High School. I trust that you have had a restful and relaxing summer break and are returning to school with a renewed commitment to your education. In this Parent/Student Handbook, you will find very important and valuable information on topics such as attendance, school uniforms, electronic devices, the bell schedule, school supplies and lockers.

It is important that everyone understands these measures are in place to ensure the safety of each individual who enters our building and we expect every student and parent to become familiar with this handbook and cooperate fully with the very important procedures and guidelines enclosed. If you have any questions or need further information, please visit our school website at sdshs.net or contact your child's counselor or assistant principal.

On behalf of the faculty and staff of SDSHS, I thank you in advance for working together with us as we continue to build a safe school environment which in turn will allow us to emphasize and maximize teaching and learning

Let's all work together as we shine our light towards the future!

Respectfully yours,

A handwritten signature in blue ink that reads "Alicia Hidalgo". The signature is written in a cursive style.

Alicia Hidalgo, Principal

VISION

The vision of South Dade High School is to provide a safe, nurturing, and meaningful educational environment, which challenges students to achieve success, academic excellence, and autonomy in our ever-changing technology-driven world. We strive to create productive members of a multicultural society who demonstrate good citizenship, social responsibility, and a lifelong love of learning, guaranteeing that no child is left behind.

MISSION

The administration, faculty, staff, parents, and community of South Dade Senior High School are responsible for providing our diverse student body with a clean and safe environment and the discipline, integrity, knowledge, and skills necessary to succeed and become productive members of an increasingly complex society.

CORE VALUES

Honesty

Integrity

Respect

Fairness

Kindness

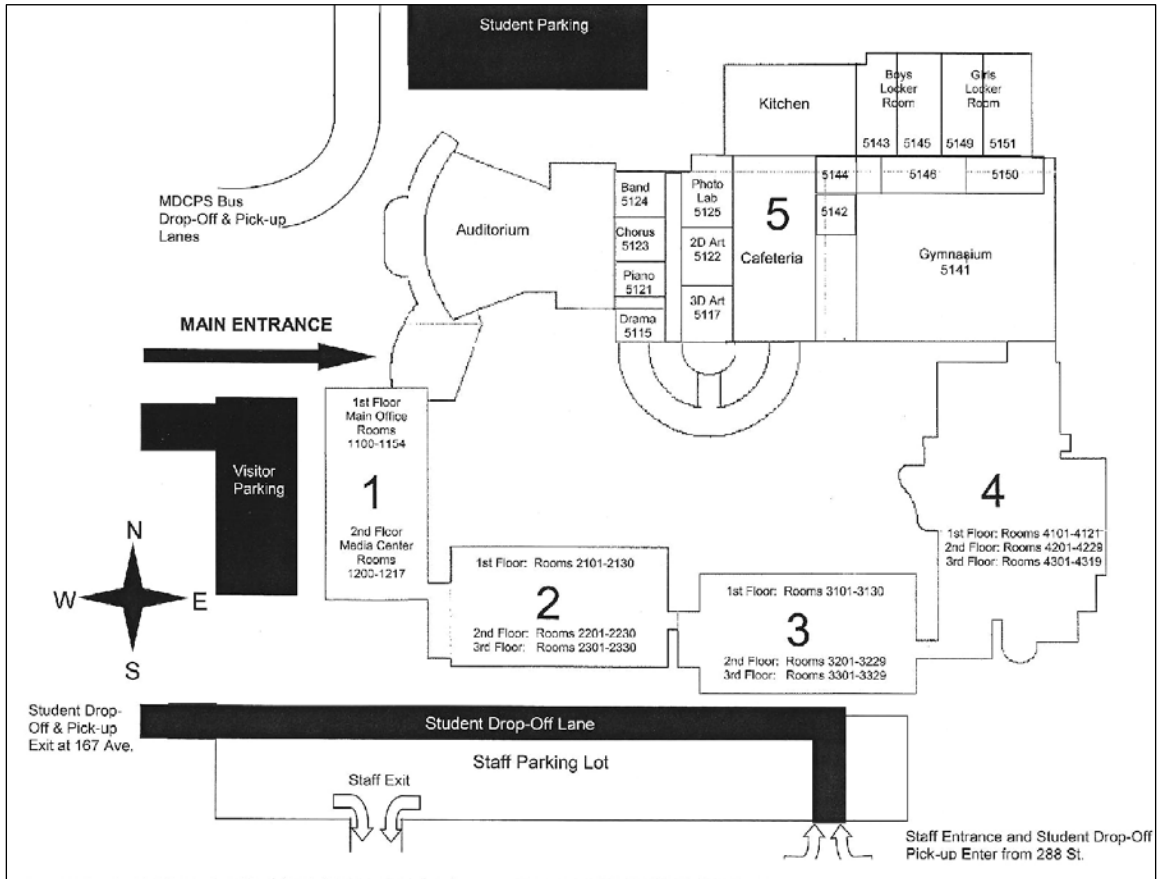
Citizenship

Cooperation

Responsibility

Excellence

SDSHS CAMPUS MAP



SCHOOL DESCRIPTION

South Dade Senior High School opened in 1953 at 28401 SW 167th Avenue, Homestead, Florida. The school is located on sixty (60) acres in unincorporated Miami-Dade County. The school is located in an area that is primarily agricultural and multicultural with a below-average socio-economic base as evidenced by its status as a Title I school. The school moved into a brand new state-of-the-art facility during April of 2008, making the 2008-2009 school year the inaugural school year for the new campus. At present, South Dade Senior High School is the largest physical plant of the entire district, with over 410,000 square feet of instructional space. As a result of the move, there are no portable classrooms currently in use.

The school employs a total of 217 authorized full-time staff members. Of this group, there are five administrators, thirty-four (34) SPED teachers, three (3) teachers of Limited English Proficient students, one media specialist, one reading coach, one writing coach, one math coach, and five counselors. Their mission is supported by twenty (20) full-time and part-time custodians, thirteen (13) full-time and part-time clerical workers, twenty-one (21) full-time and part-time cafeteria workers, eleven (11) full-time security monitors. Of the instructional staff, the average length of time teaching in Florida is twelve (12) years. 32% of the instructional staff holds advanced degrees. Our staff is also ethnically diverse. Of the five administrators, one is black and four are Hispanic. Of our full-time staff as a whole, 52% are white non-Hispanic, 25% are black non-Hispanic, 22% are Hispanic, and 2% are Asian/American Indian.

South Dade Senior High is a school with a rich history and a unique demographic profile. Current enrollment is approximately 2900 students in a ninth through twelfth grade configuration. The school's Special Education (SPED) enrollment is approximately 500 students, with 143 students being identified as gifted. Approximately 180 students are classified as Limited English Proficient (LEP). The diverse student population reflects that of the community and Miami-Dade County with 15% white non-Hispanic, 22% black non-Hispanic, 61% Hispanic, and 2% Asian/Indian/Multiracial.

This past year brought increases in academic achievement in all tested content areas within the Florida Comprehensive Achievement Tests. The school's attendance rate also remained consistently above 90% among the district's schools.

Mascot	Buccaneer
School Colors	Royal Blue, White, Black

ADMINISTRATIVE STAFF

Principal	Ms. Alicia Hidalgo
Assistant Principal	Dr. David Cadaval
Assistant Principal	Ms. Selene Gomez
Assistant Principal	Mr. Lawrence Kennedy

LEADERSHIP TEAM

Activities Director	Mrs. Kim Berkey
Athletic Director	Mr. Joel Furnari
Dean of Students	Mr. Greg Isom
Dean of Students	Mrs. Katrina Chinni
Lead Teacher	Mrs. Sherronni Brady
Lead Teacher	Mr. Al Garcia
Lead Teacher	Ms. Tanya Hanson
Lead Teacher	Mrs. Lourdes Haun
Lead Teacher	Mr. Mike Lawrence
Lead Teacher	Mr. Bryan Petorak
SLC Coordinator	Mr. Juan DeArmas
Student Services Chairperson	Mr. Jim Busse
Test Chairperson	Mrs. Karen Kropp-Hernandez

ACADEMIES & STRANDS



Academy of International Education (proposed International Baccalaureate)



Academy of International Finance, Business & Technology

- Information Technology
- Web Design Services
- Business Supervision and Management
- Electronic Business Enterprise



Academy of Law Studies and Public Safety

- Legal Services
- Law Enforcement and Customs Operations
- JROTC
- Firefighter



Academy of Professional Services

- Agritechnology and Business Systems
- Landscape Design/Sports Turf Management
- Automotive Service Technology
- Materials and Processing Technology
- Culinary Arts



Academy of Sports and Health Science

- Sports Administration
- Sports Medicine
- Medical Assisting
- Nursing Assisting
- Childhood Education



Academy of Visual and Performing Arts

- Visual Arts
- Dance
- Music (Band, Orchestra, Chorus)
- Theater Arts

ACTIVITIES

Activities Director: Mrs. Kim Berkey, Room 1142 email: kberkey@dadeschools.net

South Dade Senior High School is more than classrooms, teachers and books. To enhance total school experience, it is recommended that students be involved in extracurricular activities. The following are examples of activities and clubs offered at SDSHS.

Service Clubs: These clubs exist to perform service to the school, community and nation. To join a service club, students have to fill out an application for the service club of their choice, be a student in good standing with the school, and participate in the activities of the club.

Interest Clubs: An interest clubs function is to provide students with a vehicle to pursue their interests in a specific area or hobby. To join an interest club, a student has to apply to the club's faculty sponsor, observe the rules of the club, and participate in the club's activities.

Honor Societies: An honor society is an organization whose membership consists of students who have achieved exceptional levels of performance in an area of study. Membership in an honor society is usually based on outstanding performance and grades in a subject and generally high academic and conduct grades.

Student Council: SC is an elected organization which represents the entire school body. Elections are held for officers and representatives.

STUDENT GOVERNMENT/CLASS BOARDS

Student Government Association (SGA)

Senior Board

Junior Board

Sophomore Board

Freshman Board

InterClub Council

CO-CURRICULAR CLUBS

Cooperative Education Clubs of America (CECF)

Family, Career, and Community Leaders of America (FCCLA)

Future Business Leaders of America (FBLA)

Future Farmers of America (FFA)

Future Nurses of America

Health Occupation Students of America (HOSA)

PERFORMANCE GROUPS

Blue Wave Dance Team and/or Color Guard
Buccaneer Marching Band
Chorus
Mock Trial Team – Debate
J.R.O.T.C. (Reserve Officers' Training Corps)
Orchestra
Thespians

SPIRIT GROUPS

Buc Steppers
Junior Varsity Cheerleaders
Varsity Cheerleaders

HONOR SOCIETIES

English Honor Society
French Honor Society
Mu Alpha Theta (Math Honor Society)
National Honor Society
Science Honor Society
Social Studies Honor Society
Spanish Honor Society

STUDENT INTEREST CLUBS

5000 Role Models
Best Buddies
Chess Club
Drug-Free Youth and Proud of It (D-FY-IT)
Ecology Club
Bilingual Education Club
Future Educators of America (FEA)
HEAT
Heritage Club
Key Club
Mini-Corps
Peer Leadership Club
Raider Club – Competitive Physical Challenge
Silver Knights
Students Against Destructive Decisions (SADD)

ASSEMBLIES

Student behavior should be refined and courteous at all times. An indication of the cultural level of the school is the conduct of the student body exhibited at an assembly.

Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled for clapping, boisterous conduct, and talking during a program.

ATHLETICS

Athletic Director: Mr. Joel Furnari Room 4116

South Dade Senior High School has a wide variety of sports programs. Below is an itemized list by season. All South Dade athletes believe academics come first. Identified student-athletes are required to participate in tutoring.

Fall: Football (boys), Volleyball (girls), Cross Country, Swimming,
Golf & Bowling (all boys & girls)

Winter: Basketball, Soccer, Wrestling (all boys & girls)

Spring: Baseball (boys), Softball (girls) & Track (boys & girls)

ATTENDANCE POLICY

There is probably no factor more important to a student's progress than regular and punctual school attendance. Miami-Dade Public schools has a vision whereby each student engages in a rigorous instructional program which prepares him/her for a myriad of successful post-secondary options. Students are expected to:

- be present in school each and every day;
- attend class as scheduled;
- arrive at school and class(es) on time; and
- demonstrate appropriate behavior and readiness to learn.

Miami-Dade Public Schools has the affirmative obligation to increase student attendance through a monitoring process that will classify all absences as excused or unexcused, to inform parents of student absences, and to ensure that compulsory attendance laws are enforced as mandated by Florida statutes. This obligation will be satisfied through the implementation of an attendance review procedure, which monitors the type and number of student absences, as well as the impact of these absences on learning. Each school has an Attendance Review Committee, which is comprised of a minimum of a student services representative and an administrator or an administrative designee. The committee will provide guidance and support to students with significant absences by providing early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester course or ten (10) unexcused absences in an annual course.

A. Attendance Defined

- 1, School Attendance – Students are to be counted in attendance only if they are actually present or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.
- 2, Class Attendance – Students are to be counted in attendance if they are physically present in class or have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.
3. Tardiness – It is a reasonable expectation that in order for a learning activity to take place, each student must arrive to school and class on time. Accumulated unexcused tardies will be counted toward the threshold for initiating attendance review.
4. Early Sign-outs – The early release of students causes disruption to academic performance of all students and may create safety and security concerns. No student shall be released within the final 30 minutes of the school day unless authorized by the school principal or principal's designee, e.g. emergency, sickness.

B. Absences Defined

1. Excused School and Class Absences and Tardies

- * 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 medical provider. The written statement must include all the days the student has been absent from school. If a student is continually ill and repeatedly absent from school due to a specific medical condition, he/she must be under the supervision of a physician in order to receive excused absences from school.
- * Medical Appointment: If a student is absent from school because of a medical appointment, a written statement from a medical provider indicating the date and time of the appointment must be submitted to the principal.
- * Death in family.
- * Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.
- * School sponsored event or educational enrichment activity that is not a school sponsored event, as determined by the principal or the principal's designee. The student must obtain advance written permission from the principal or the principal's designee. Example of special events include: public functions, conferences, and regional, state, and national competitions.
- * Subpoena by law enforcement agency or mandatory court appearance.
- * Outdoor suspensions.
- * Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the situation.

2. 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 absent until he/she submits the required documentation as specified above. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence.

Unexcused absences include:

- * Absences due to vacations, personal services, local non-school event, program or sport activity.
- * Absence due to older students providing day care services for siblings.
- * Absences due to the illness of others.
- * Absences due to non-compliance of immunization requirements unless lawfully exempted.

The student expected to:

1. Attend school/classes one hundred and eighty (180) days each school year.
2. Request the make-up assignments for all excused absences/tardies from his/her teachers upon his/her return to school or class. It should be noted that all classwork, due to the nature of the instruction, is not readily subject to make-up work.
3. Complete the make-up assignments for classes missed within three school days of the return to school. Failure to make up all assignments will result in the lower assessment of the student's academic and/or effort grade.
4. Be reported as present for the school day in order to participate in athletic and extracurricular activities.

The parent is expected to:

1. Be responsible for his/her child's school attendance as required by law and stress the importance of regular and punctual school attendance with his/her child.
2. Report and explain an absence or tardiness to the school.
3. Ensure that his/her child has requested and completes the make-up assignments for all excused absences/tardies from the child's teachers upon his/her return to school or class.
4. Appear before the Attendance Review Committee at the scheduled time to provide information relating to his/her child's absences and support prescribed activities.

Make Up Work

It is the responsibility of the student who misses class to take the initiative to make up work. Make-up work will be assigned when requested of the individual teacher. Only students with excused absences or on indoor / outdoor suspension will be allowed to make up assignments. Assignments are to be returned to the teacher within the time frame given. In order to request class work, please call Student Services at: (305) 247 – 4244 extension 2231.

The Discipline Policy and the Curriculum

Students assigned to indoor or outdoor suspension are allowed to submit make up assignments, however, it is the student's responsibility to request any missed assignments and submit them within the allotted time period. In order to request class work, please call Student Services at: (305) 247 – 4244.

**This information is from School Board Rule 6Gx13-5A-1.041*

BELL SCHEDULE

PERIOD 1		7:30am – 8:40am
HOMEROOM/BucTV		8:25am – 8:40am
PERIOD 2		8:45am – 9:40am
PERIOD 3		9:45am – 10:40am
PERIOD 4		10:45am – 12:25pm
Lunch 1	Buildings 2 & 4	10:50am – 11:30am
Lunch 2	Buildings 3 & 5	11:45am – 12:25pm
PERIOD 5		12:30pm – 1:25pm
PERIOD 6		1:30pm – 2:30pm

BUS TRANSPORTATION

Bus transportation is provided for all students who live within our attendance boundary and who live two or more miles from the school by the nearest accessible route.

Magnet students who live outside the school boundary must acquire a bus pass for the designated South Dade bus stop nearest to their home.

Bus passes will be distributed through homeroom teachers.

Students must conduct themselves in an orderly manner while riding on school buses. Any student violating bus regulations will have their privilege of riding the bus suspended or revoked.

Problems with bus passes are to be referred to the Attendance Office. Students are not permitted to ride a bus other than the one to which they are assigned.

CAFETERIA/LUNCH AREAS

The cafeteria and courtyard, besides being a lunchroom, are places where good human relations can be developed. Each student is expected to practice the general rules of good manners, which one should find in the home.

Some simple rules of courteous behavior which will make the lunch period pleasant and relaxed are:

1. Observing good dining room standards
2. Leaving the tables and surrounding area clean
3. Replacing chairs and putting trash in the proper containers

SOUTH DADE SENIOR HIGH IS A CLOSED CAMPUS.

**STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS FOR LUNCH
OR HAVE FOOD DELIVERED.**

CENTER for SPECIAL INSTRUCTION (CSI)

CSI assignments will be a minimum of one school day. If you go in fourth period, you won't get out until fifth period the next day.

Students that act out in CSI will be given outdoor suspension.

Students will not converse or sleep during their CSI assignment.

Students in CSI will not eat lunch with the general population.

CLINIC

The clinic at South Dade Senior High is located in the Guidance Office. If a student is feeling sick during the day, he/she needs to obtain a pass from his/her teacher in order to report to the clinic. While in the clinic, the student will be given the opportunity to call a parent/guardian so that someone can sign the student out of school early. A certified Health Connect representative will assess the student's condition and proceed appropriately.

CODE OF STUDENT CONDUCT

The Code of Student Conduct, as developed by the Miami-Dade County Public Schools, will be strictly enforced. The manual may be accessed from the school website (<http://sdshs.net>) and/or the MDCPS website at www.dadeschools.net.

A hardcopy of the manual is available in the Main Office.

COMMUNITY SERVICE

Community service projects are meaningful, planned, organized, and voluntary efforts designed to address a problem or need in the community. The community service project chosen should also reflect a student's personal interests and skills. To complete the community service graduation requirements for Miami-Dade County Public Schools, a student must complete a community service project between grades 9 and 12.

Credit for completing the project is recorded as part of the required American Government course. Twenty hours of community service are suggested, unless the student is working toward the Florida Bright Futures Scholarship Program which requires 75 hours of community service. The earning of the Superintendent's Diploma of Distinction also requires a minimum of 75 hours.

The earning of the Superintendent's Honors Diploma of Distinction and the Superintendent's Global Diploma of Distinction requires 100 hours of community service and a research project. The required community service project may be completed any time between grades 9 and 12; however, it is strongly suggested that a student not wait until senior year to work on this graduation requirement.

Before a student begins a project, a Project Proposal form must be completed and approved by a social studies instructional staff member. After the student completes a community service project, the Project Summary Report and Activity Log must be completed and signed by parent or guardian and other officials. The completed paperwork must be submitted to the same person who approved the initial forms. They will proof read and review it, for a student to submit the information to the registrar for processing.

The community service forms can be found at <http://www.dadeschools.net>.

ELECTRONIC DEVICE AND CELL PHONE PROCEDURES

School Board rule clearly states that no electronic devices or cell phones may be used during school hours as they cause a distraction to the learning environment. Teachers may confiscate a student's electronic device or cell phone and submitting them for storage in the main office.

Parents may come in from 7:00AM – 2:40 PM to retrieve the confiscated item in the main office.

After school, parents must make arrangements to see an Administrator:

- Lawrence Kennedy
- Selene Gomez

Dr. Cadaval or Ms. Hidalgo will retrieve items and speak with parents in the absence of the above administrators.

If parents are unable to come in or elect not to, item will be returned to the student five days after being confiscated, student must present proof of ownership and parents will still be contacted by appropriate staff. After 30 days unclaimed items may be donated to charity.

Staff of South Dade Senior High School will not be responsible for theft or loss of any electronic device or cell phone so encourage students to secure them while in their possession or leave them at home.

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ATHLETICS AND ACTIVITIES

In order for a student to participate in extracurricular athletics and activities, a student must meet the standards set forth by Section 1003.43 (1), Florida Statutes, policies of the Greater-Miami Athletic Conference (GMAC), and Miami-Dade County School Board rules. In addition, a student must comply with the school district's Contract for Student Participation in Interscholastic Competitions or Performances, FM-7155.

To be eligible to participate in interscholastic extracurricular student athletics and activities a student must maintain an unweighted cumulative grade point average of 2.0 or above on a 4.0 scale in the courses required for graduation. The student must also maintain a 2.0 GPS in conduct for the previous semester. Computation of grade point averages requires the inclusion of all applicable high school courses to which a forgiveness policy has been applied.

A student shall be eligible during the first semester of his/her ninth-grade year provided that it is the student's first entry into ninth grade and he/she was regularly promoted from eighth grade the immediate preceding year.

If a student becomes ineligible during the second semester of his/her ninth-grade year or during the first semester of his/her 10th grade year because the student's cumulative grade point average was below 2.0 at the conclusion of the previous semester and continues to be below 2.0 at the conclusion of the semester of ineligibility, he/she may regain his/her eligibility for the following semester provided:

- (a) the student signs an academic performance contract with his/her school at the beginning of the semester in which he/she is ineligible that states, at a minimum, that the student will attend summer school or its graded equivalent, AND
- (b) earns a grade point average of 2.0 or above on a 4.0 unweighted scale or its equivalent in all courses taken during the semester of ineligibility.

Once a student enters grade 11, he/she must have and maintain from that point forward a 2.0 or above cumulative grade point average on a 4.0 scale, or its equivalent, in all courses required for graduation at the conclusion of each semester to be eligible to participate during the following semester.

If a student's eligibility is affected by an incomplete grade, the student is ineligible until the incomplete grade is removed and all eligibility requirements are met.

All students participating in interscholastic athletic competition or who are candidates for an interscholastic team(s) are required to pass an annual medical evaluation and purchase the School Board's sponsored insurance program prior to engaging in an any practice, tryout, or pre- or post-season physical activity associated with the student's candidacy for an interscholastic athletic team.

A student shall be eligible for no more than four (4) consecutive academic years from the date he/she first enrolls in the ninth grade. Four years from the date he/she first enrolls in the ninth grade, he/she shall become ineligible for further interscholastic athletic competition. For students enrolled in either one of the two accelerated graduation programs, once they have met all the graduation requirements, they cannot remain in high school for a fourth year in order to continue eligibility to participate in high school athletics/activities.

The school athletic director and counselor can assist students in planning a program of study that will include the appropriate courses to prepare for college entrance examinations and meet core course requirements for participation in National Collegiate Athletic Association (NCAA) athletic programs. They can also assist students in determining how to calculate the GPA required to be eligible to participate in NCAA athletics and advise the student regarding which courses do not meet NCAA eligibility requirements.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law. The intent of this law is to protect the accuracy and privacy of student educational records. Under this law, parents have the right upon request, to inspect, release, and challenge information contained within the student's educational records. This right transfers to the student when he/she reaches the age of 18. Only authorized individuals having legitimate educational interest will have access to a student's educational records. The Board approved directive for implementing the provision of the Family Educational Rights and Privacy Act is contained in the document "Student Educational Records" and is available at: <http://www.ehandbooks.dadeschools.net/policies/91/SER>

FERPA's legal statute citation can be found in the U.S. Code of Federal Regulations for Title 34; (20 USC section 1232g; 34 CFR Part 99).

Education records include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent's address, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information (i.e. student's identification code, social security number, photograph, or other information) that would make it easy to identify or locate a student.

Personal notes made by teachers and other school officials that are not shared with others are not considered educational records as long as they are kept private by the maker of the record. Additionally, law enforcement records created and maintained by a school district law enforcement unit are not education records.

Parents or eligible students are guaranteed the right, upon request, to inspect and review their children's records and to obtain copies of them under federal and state laws. Parents are guaranteed a right of "meaningful" access to copies of their children's records. The parent or eligible student also has the right to request that a school correct records which he/she believes to be inaccurate or misleading. The parent's rights extend to any lawyer, lay person, or advocate whom the parent authorizes to represent him or her. Access must be granted within 30 calendar days from the initial request.

NOTE: The Florida Department of Education (and all state education agencies) is required to afford parents and eligible students (students who are 18 years of age or older) to access educational records the state agency maintains, e.g., state achievement tests.

FIELD TRIPS

When a student is participating in a school approved field trip, he/she must present a field trip form or pass in advance to his/her teachers. It is the student's responsibility to make up all missed work. When the student is representing the school in any approved activity (sports, music, debate, etc.), the student is expected to dress in school uniform and/or business attire appropriate for the event. All students must behave in a manner that is consistent with the MDCPS Code of Student Conduct.

**STUDENTS MUST DISPLAY THEIR SDHS ID BADGE AT ALL TIMES
DURING FIELD TRIPS.**

FINANCIAL OBLIGATIONS

All financial obligations incurred by school fees and/or textbook loss or damage must be paid in the school's Treasurer's office, which is located inside the main office.

Fines for lost, damaged, or overdue library books are to be paid in the Media Center.

FIRE DRILLS

Fire drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone exits promptly and clears the building by the prescribed route in an orderly fashion.

Students are not permitted to talk or use electronic devices during a drill and are to remain outside the building until a signal is given to return.

All students must return to their assigned classrooms immediately following a drill.

FOOD AND DRINKS

Students are to eat and drink only in the school cafeteria or in the courtyard during designated lunch periods.

No food or drinks are to be consumed or contained anywhere else inside the building.
Vending machines may be not be accessed during instructional time.

Students may **not purchase food or drink in the teachers lounge.**

The school is not responsible for money that may be lost in the vending machines.
Students who use the machines do so at their own risk.

GRADING 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, including such factors as class attendance, homework, and participation.

In authorized semester courses, the student's final grade shall be determined as follows: 40 percent value for each of two nine-week grading periods and 20 percent value for the final examination, with a provision for teacher override.

In authorized annual courses, the student's final grade shall be determined as follows: 20 percent value for each of four nine-week grading periods, 10 percent value for the midterm exam, and 10 percent for the final exam, with a provision for teacher override. In order to pass an annual course in grades 9-12, a student will earn a minimum of 10 grade points, of which a minimum of five must be earned in the second semester. Teacher override (either up or down) can be used.

For senior high school students the forgiveness policy for required courses is limited to replacing a grade of a "D" or "F" with a grade of "C" or higher earned subsequently in the same or comparable course. The forgiveness policy for elective courses is limited to replacing a grade of "D" or "F" with a grade of "C" or higher earned subsequently in another course. In either situation when a student attempts forgiveness for a grade, only the new grade will be used to compute the student's GPA. Any course not replaced according to this policy shall be included in the calculation of the cumulative grade point average required for graduation.

In both authorized semester courses and authorized annual courses, the criteria for grading certain students with disabilities may be modified by the Individual Educational Plan (IEP) team.

The following are the academic grades used:

Grade	Numerical Value (%)	Verbal Interpretation	Grade Point Value
A	90-100	Outstanding progress	4
B	80-89	Good progress	3
C	70-79	Average progress	2
D	60-69	Lowest acceptable progress	1
F	0-59	Failure	0
I	0	Incomplete	0

Parent Internet Viewer

Student grades can be viewed online at <http://sdhs.dadeschools.net>. Go to the school's home page and click on parent internet viewer. The information required is the student's school ID number and the date of birth.

Progress Reports

Each student will be issued an electronic grade book generated progress report during the fifth week of each quarter. If you do not receive one please contact student services at (305) 247-4244.

Report Cards

Report cards are issued approximately one week following the conclusion of each nine week grading period. Report cards are to be retained by the parents and not returned to the school. If you do not receive one please contact student services at (305) 247-4244.

GRADE POINT AVERAGE

Grade point averages (GPA) may be used for any reasons listed below:

- High school graduation
- Rank in class
- Eligibility to participate in interscholastic extracurricular activities
- Academic Recognition Program
- Placement on the honor roll and/or membership in honor societies
- College admissions and scholarship competitions

The grade and bonus values shown in the chart below are used in determining un-weighted (without bonus points) and weighted (with bonus points) GPA's.

GRADE AND BONUS POINT VALUES

Letter Grades	Grade Points	Bonus Points		
		Honors	Advanced Placement	International Baccalaureate/Advanced Certificate of Education
A	4	1	2	2
B	3	1	2	2
C	2	1	1	1
D	1	0	0	0
F	0	0	0	0

NOTE: Dual enrollment courses are awarded the equivalent of Advanced Placement, International Baccalaureate, or Advanced International Certificate of Education bonus points as required by state statute.

The grade point average used for determining the final rank in class for students includes grades from all courses in which credits have been earned for high school graduation and the first semester of the student's final year. The calculation process produces an unweighted GPA to which bonus values are added. This GPA is used for the ranking process.

Students selecting one of the three-year accelerated programs are included in the overall class ranking for their graduation year based on the relative ranking of his/her cumulative GPA. These students are also eligible for consideration for the academic recognition program and the Talented Twenty program.

The levels of the Academic Recognition Program are as follows:

Cum Laude: the upper 15% of the graduating class, excluding the *Summa* and *Magna Cum Laude* students, using a weighted GPA or students who have a 4.0 GPA or higher

Magna Cum Laude: the upper 10% of the graduating class, excluding the *Summa Cum Laude* students, using a weighted GPA

Summa Cum Laude: the upper 5% of the graduating class using a weighted GPA

The school counselor can assist students and parents in determining the processes for computing the GPA's used for the various purposes listed above.

GUIDANCE OFFICE

School Counselors and support services are available the Student Services office.

Counselors are assigned to student based upon academy and last name.

Contact may be made via email to the individual counselor or by contacting the Student Services office to schedule an appointment.

305-247-4244 ext 2225

Student Service Chairperson

International Education

International Finance, Business & Technology

Law Studies and Public Safety

Professional Services

Sports and Health Sciences

Visual and Performing Arts

Mr. Jim Busse

Ms. Celia Almeida

Ms. Nattacha Lezcano

Trust Counselor

Mrs. Alexandra Smith

HOMEWORK POLICY

Regular, purposeful homework is an essential part of a student's education. Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular homework provides opportunities for developmental practice, drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self-discipline. Homework should provide reinforcement and extension of class instruction and should serve as a basis for further study and preparation for future class assignments.

Student's Responsibilities

1. Completing assigned homework as directed and in the spirit in which it was assigned.
2. Returning homework to the teacher by the designated time.
3. Submitting homework assignments that reflect careful attention to detail and quality of work.
4. Devoting a minimum of 30 minutes each day to reading as an additional part of the homework assignment.

NOTE: Students can receive additional help through the Homework Helpers Program, which includes the Dial-A-Teacher program, at 305-995-1600, Monday through Thursday from 5:30 p.m. to 8:30 p.m., WLRN, Channel 17. Students may also access Miami-Dade County Public School's web page at <http://www.dial-a-teacher.com>.

Parents' Responsibilities

While it is understood that parents are not responsible for providing a great deal of assistance to their child in completing homework, there is still much that parents can do to promote good study habits. Parents' responsibilities include:

1. Providing an environment conducive to study.
2. Providing continued interest and concern for the child's successful performance in school, through
3. Encouraging and supporting the child in his/her performance of homework assigned.
4. Indicating an interest in assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child.
5. Supporting the school in regard to the child being assigned homework.
6. Requesting assignments for the child when short-term absences are involved.
7. Assuming that the child reads for a period of at least 30 minutes each day in addition to any other assigned homework.

**Excerpt from School Board Rule 6Gx13-6A-1.23*

LOST & FOUND

Items found on campus should be turned into the Main Office for storage until claimed.

Lost items may be reported to the Main Office or Activities for announcement and/or posting.

MEDIA CENTER/LIBRARY

The media center is open from 7:00 am to 3:00 pm Monday through Friday. Passes are required for admission to the center during instructional time.

Your Student I.D. card is also your borrower's card and will be needed to check out books and access resources in the media center.

The Electronic Security System will set off an alarm if books are taken through the exit doors without having them checked out at the curriculum desk.

All students and staff must adhere to the MDCPS Acceptable Use Policy when utilizing school computers and the internet.

PARENT – TEACHER - STUDENT ASSOCIATION (PTSA)

The PTSA will meet the first Tuesday of each month in the school Media Center. Parental involvement is essential to a successful school. If you are interested in becoming a member, please visit the school web page to contact the PTSA representative.

PARKING

The north parking lot is to be used for student automobile parking. Students driving to school will enter and exit from SW 282 Street. Students may not park in the south lot (faculty parking) or visitor parking.

All students must register their vehicles and acquire a parking decal from the Activities Office. Because space is limited, priority will be given to upperclassman.

All students must have a valid driver's license. Restricted licenses are not accepted.

Loitering in and around the parked automobiles will be treated as a serious breach of discipline. Students must understand that parking is at their own risk.

Valuable items should not be left in the automobile. The school assumes NO responsibility for students' vehicles. All losses are to be reported to the school resource officer and an assistant principal.

PERSONAL PROPERTY

Students are requested not to bring expensive personal items or large amounts of money to school. Personal property should not be left unattended.

The school will not be responsible for any lost or stolen property.
This includes cell phones and CD players, Ipods, MP3 players, Sidekicks, PSPs, cameras, laptops, etc..

At no time should personal phones or other electronic devices be loaned to anyone.

SCHOOL INSURANCE

The Student Protection Plan is designed to cover students for injuries received while participating in sports, traveling to and from schools, and when involved in accidents while engaged in supervised activities on the school premises.

Participation in this program is voluntary.

However, we urge each student to participate in the insurance program.

South Dade Senior High School will not be responsible for injuries sustained while participating in the above mentioned or in any other student activities.

All cheerleaders must carry school insurance.

NOTE: All students participating in J.V. and Varsity Football must purchase special football insurance. Regular school insurance does not apply to football.

STUDENT IDENTIFICATION BADGE

STUDENT ID BADGES MUST IN THE POSSESSION OF ALL STUDENTS AT ALL TIMES WHILE ON THE SOUTH DADE SENIOR HIGH CAMPUS.

- Students must NOT deface, change or alter the ID badge in any way.
- Students must NOT give their ID badge to any other student for any reason.
- The first ID badge and lanyard are issued free of charge.
If the ID is lost or stolen, the student must pay \$5.00 for a replacement.
- ID badges must be surrendered to School personnel upon request.

STUDENT LOCKERS

Physical Education lockers will be assigned by teachers and are used in the locker room.

Building 5 hall lockers are only available to students in the Visual & Performing Academy and will be assigned as needed.

Locks found on the hall lockers other than the official hall locks will be removed by the administration.

Please note that all lockers are the property of the school, and, therefore, subject to periodic, routine inspection or searches when warranted by reasonable suspicion.

Students should not share lockers.

South Dade Senior High is not responsible for items left inside lockers.

STUDENT RIGHTS AND RESPONSIBILITIES

Philosophical Basis:

Grades, at best, are but an indicator of the student’s knowledge or skill at any particular time. Grades are not necessarily an accurate gauge as to whether learning has taken place. However, since much emphasis is placed upon grades, a student’s academic grade should reflect the teacher’s most objective assessment of the student’s academic achievement. Academic grades should not be used as a threat in order to maintain classroom decorum

Rights	Responsibilities
*Students have the right to be informed of the teacher’s grading criteria, which is consistent with district guidelines, at the beginning of each grading period.	* Students have the responsibility to ask teachers in advance of a graded assignment, for an explanation of any grading criteria or practice they may question or that needs clarification.
*Students have the right to receive an academic grade that reflects their achievement.	*Students have the responsibility for maintaining reasonable standards of academic performance commensurate with their ability.
*Students have the right to be notified when they are performing unsatisfactorily.	*Students have the responsibility for making every effort to improve their performance upon receipt or notification of unsatisfactory performance.
* Students have the right to receive a conduct and effort grade in each class consistent with their overall behavior and effort.	*Students have the responsibility to conduct themselves in each class in ways that are conducive to the learning process.
*Students have the right to achieve academic success based upon their own initiative and ability without interference from others.	*Students have the responsibility to earn grades based upon their performance while guarding against cheating by other students.

**Excerpt from the Code of Student Conduct (Secondary)
Board Rule 6Gx13-5D-1.08*

TEXTBOOKS

Textbooks are school property and are on loan to students. In the event a textbook is lost or damaged, a second textbook will not be issued until payment has been made.

Teachers and students must understand that a lost text in “D” condition requires paying a fee at the current replacement price.

Periodic book checks will be made to evaluate the condition of books and to check for any lost books. A hard text audit (inventory) will occur during the first week of school, January (about the time of mid-terms) and the last week of school.

UNIFORM POLICY

TOP

Black, royal blue, or white polo type shirt with collar (long or short sleeves).

- o Shirts may be worn plain or with a school approved logo.
- o Shirts must fit neatly and not be oversized or undersized (cannot extend below the wrists when arms are held at side and must extend below the waistline).
- o Shirts worn underneath the top must not extend beyond the sleeves or below the bottom of the top and must be white or the same color as the top.
- o Exposed midriffs and / or undergarments are not permitted.
- o No holes or rips.

BOTTOM

Black or tan khaki pants, capris, or shorts (Bermuda, Cargo, Dickies, or Dockers style).

- o Shorts must be knee length.
- o Athletic, nylon, or knitted type shorts or pants are not permitted.
- o Skirts and skorts are not permitted.
- o Pants and shorts must be worn at the waist.
- o Undergarments must not be visible.
- o No holes or rips.

FOOTWEAR

Only closed shoes or sneakers will be permitted.

- o No open-toed or backless shoes (no sandals, flip-flops, slides, bedroom shoes, or slippers are permitted).

ADDITIONAL INFORMATION

- o Students enrolled in specific academies and/or involved in a school-sponsored activity such as cheerleading, JROTC, etc., may wear their group uniforms on designated days.
- o Jackets, sweaters, and any general winter attire must be in approved colors.
- o No hats or electronic devices may be worn.

UNIFORM VIOLATION POLICY

1. First violation: Connect Ed. call home.
2. Second violation: Connect Ed call. 1 day CSI
3. Third and subsequent violations:
CSI until parent conference.

VISITORS

All visitors must report to the front desk upon entering the building to sign in.
Unauthorized individuals are subject to arrest for trespassing.

A “**Visitor Pass**” may be issued at the discretion of the Administrator.

WEBSITE

The South Dade Senior High School website is located at <http://sdshs.net>.

Some of the information available on the site includes:

- Teacher email contact
- School activities and events
- School policies and procedures
- Emergency information

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Mr. Alberto M. Carvalho

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Dr. Janice Cruse-Sanchez, Administrative Director
Mr. Robert L. Kalinsky, Administrative Director
Ms. Barbara A. Mendizabal, Administrative Director
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SOUTH DADE SENIOR HIGH

Ms. Alicia Hidalgo, Principal
Dr. David Cadaval, Assistant Principal
Ms. Selene Gomez, Assistant Principal
Mr. Lawrence Kennedy, Assistant Principal

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in educational programs/ activities and employment 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 Right Act of 1964, as amended – prohibits discrimination on the basis of race, color, religion or national origin.

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

Age of 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.

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

American with Disabilities Act of 1990 (ADA) – prohibits discrimination against individuals with disabilities in employment, public service, public accommodation 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.

Florida Educational Equity Act – 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 individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap or marital status.

School Board Rules 6Gx13-5D-1.10, 6Gx13-4A-1.01 and 6Gx13-4A-1.32 – prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability.

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