

Henry H. Filer Middle School



HOME OF THE PANTHERS



This Student Planner Belongs To:

Name _____

Phone _____

Address _____

Grade _____ HR Teacher _____

E-Mail _____

531 West 29th Street, Hialeah, FL 33012 * (305)822-6601

Dear Parents:

Welcome to your child's place of work!

The mission of **Henry H. Filer Middle School** is to create a fair and equitable learning environment in which all students strive for personal and academic excellence in a "family centered" atmosphere as they develop skills to become lifelong learners and successful participants in a global community.

At **Henry H. Filer Middle School** we believe:

- ◆ School is a place where the tools of technology are an integral part of our curriculum and daily lives.
- ◆ School is a student's place of work where mutual respect, concern and positive attitudes towards lifelong learning are promoted on a daily basis.
- ◆ School is a place where students need to think critically and apply knowledge Productively.
- ◆ School is a place where ethical and moral character traits are developed to prepare our students to actively participate in a democratic society.

We are asking you to take the time with your child to review this information. If you have any questions, suggestions, or comments that will enhance our school and assist us in meeting the needs of our children, please let us know.

Cordially,

Emirce Ladaga

Emirce Ladaga
Principal



Dear Parent/Guardian:

We ask that you **review the Student Handbook with your child**, and complete the information below.

My child _____ and I have reviewed and understand the Student Handbook for the 2015-2016 school year.

Student Signature: _____

Parent/Guardian Signature: _____

ATTENDANCE

Excused School/Class Absence

The following are considered excused absences:

1. Student illness.
2. Medical appointment (doctor's note required) which cannot be made on non-school time (Only actual time of appointment and travel will be considered excused).
3. Observance of a religious holiday or service when it is mandated for all members of the faith that such a holiday or service be observed.
4. School-sponsored events or activities previously approved.
5. Court appearances.
6. Death in the family.
7. Outdoor suspension.

The following are considered unexcused absences:

1. Absences due to vacation, personal services, local non-school events, programs or non-school related sporting activities.
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).

Any work missed by a student because of an unexcused absence cannot be made up or resubmitted. Students must be present in order to attend an extra-curricular activity.

Students must assume the responsibility of being **on time** and **present** every day. Below is some general information regarding attendance.

Class Attendance

Students will be counted in attendance if they are physically present in class, or have been excused by the teacher for a class-related assignment, or have been requested by a member of the school support staff during that period.

Students granted an excused absence have the right to make up all classwork within a reasonable length of time, to be determined by the teacher. It is the student's responsibility to request work from his/her teacher upon returning to class.

Absences

- A student who is absent must bring a note within 72 hours when he/she returns from his/her absence(s). The note is to be presented to the main office who will issue the student an admit. The admit is to be presented by the student to all his/her teachers. The students should keep the admit for future reference.
- After **10 total** absences in a school year, each

student will be required to have an official note from a doctor, hospital, court, or parent must be present to review the absence.

- A student accumulating ten or more class unexcused absences in an annual course will have final grade(s) withheld pending an administrative screening.
- Students may be exempt from extra-curricular activities for one of the following reasons:
 - Three days or more of indoor/outdoor suspension and/or
 - 10 or more absences and/or
 - 10 or more days tardy/ excused early

ARRIVAL/DISMISSAL

School Hours:

Grades 6-8 9:10 am-3:50 pm

Dismissal: Students must leave the school grounds immediately after dismissal. Parents/guardians who pick up their children must wait **outside** the gates.

Early Dismissal:

Only individuals listed on the EMERGENCY CONTACT AND RELEASE CARD will be allowed to pick up students from school during the school day. A valid photo identification is required. If the student returns to school the same day after an appointment, he/she must check in with attendance personnel before going to class. Students leaving early will be marked absent in all classes missed. *Two hours of present in school is required for attendance*

It is strongly suggested that all appointments be made for after-school hours or on non-school days.

There will be no early dismissals **30 minutes** prior to the regular dismissal time (SB 6GX13-5A-1.041). Students will not be allowed to leave early on a scheduled field trip day.

CAFETERIA PROGRAM

Supervision is provided for those students who wish to have **breakfast** at school. They should report directly to the cafeteria between 8:30 am-9:00 am.

Lunch

Grades 6-8\$2.50 per day or \$12.50 per week
Reduced Price.....\$.40 per day or \$2.00 per week

BREAKFAST IS FREE FOR ALL STUDENTS

Payment: Parents are encouraged to **prepay** for lunch weekly or monthly. Checks should be made out to Henry H. Filer Middle School. If a student is absent, a credit towards the next week's lunch will be issued. **You can also prepay your child's meals online by going to www.PayPams.com.**

Free/Reduced Price Lunches: An application for free or reduced price meals will be sent home with students. Please return immediately.

MOBILE DEVICES

The Miami-Dade County School Board has a Code of Student Conduct that outlines the rights and responsibilities of pupils, the duties of teachers and administrators, and suggested responsibilities of parents. Further, the Code lists violations and disciplinary actions that must be taken in order to deal with the misconduct. Possession of cellular phones, mobile phones, MP3 players, electronic games, personal organizers and similar wireless devices possessing a wireless communication device is not a violation of the Code of Student Conduct. However, a student should not disrupt the educational process or interfere with the safety-to-life issues of students by using a wireless communication device during school hours. The following rules must be followed regarding the possession, use, and display of wireless communication devices:

- Students may possess, display and use wireless communication devices before or after the instructional day.
- Students shall avoid classroom disruptions, by not displaying, using, or activating wireless communication devices during the instructional day. This includes during class, in the library, during lunch breaks, during class changes and during any other structured activity.
- Students must ensure that devices are turned off during the instructional day.
- Students shall not use wireless communication devices while being transported on a school bus.
- Students must conceal wireless communication devices in a backpack, pocket, purse or other container during the instructional day.
- The school is not responsible if a student's wireless communication device is lost or stolen.
- Violation of this policy will result in the confiscation of the device and must be picked up by a parent or legal guardian.

DRESS (Uniform Policy)

Henry H. Filer Middle School is a **mandatory uniform school**. This means that your child must wear the uniform every day.

Shirts

- Orange, black or white polo style shirt
- School t-shirt may be worn on Fridays ONLY
- Undershirts must be orange, black or white

Pants

- Black or khaki color uniform style pants and/or shorts
- NO yoga, stretch or sweat pant style bottoms, jeans, and/or skinny style pants

- Closed shoes required; NO sandals, crocs or open heels
- NO hats/caps or other headwear is permitted
- Jacket/sweatshirts must be solid school color or school jacket

PE Uniform

- Black shorts with school logo and orange t-shirt with school logo.
- PE uniforms will be sold through PE classes.

Students out of uniform are subject to administrative consequences, such as detentions and/or referrals. See progressive discipline plan.

PROGRESSIVE DISCIPLINE PLAN

SCHOOL UNIFORM POLICY

<u>Offense</u>	<u>Outcome</u>
1 st	Verbal warning (incident documented internally/unfiled SCM)
2 nd	Parent contact and detention (SCM filed)
3 rd	Parent contact and 1 day of indoor suspension

TARDY TO SCHOOL

<u>Offense</u>	<u>Outcome</u>
1 st	Verbal warning (incident documented internally/unfiled SCM)
2 nd	Parent contact (officially documented/SCM filed)
3 rd	Parent contact and detention issued
4 th	Parent contact, referral to student services, and another detention issued
5 th	Referral to administration and exclusion from specific events

TARDY TO CLASS

<u>Offense</u>	<u>Outcome</u>
1 st	Verbal warning
2 nd	Parent contact, student/teacher conference (SCM)
3 rd	Parent contact, detention issued
4 th	Parent contact, refer to SCSI teacher, possible Referral to student services

***OUTDOOR SUSPENSIONS WILL RESULT IN THE TERMINATION OF EXTRA-CURRICULAR ACTIVITIES.**

***STUDENTS INVOLVED IN FIGHTS WILL BE PLACED AT AN ALTERNATIVE LOCATION AS DETERMINED BY AN ADMINISTRATOR.**

EMERGENCIES

Emergency Contact - Change of Address - Telephone

An emergency contact card is sent home during the first week of school to update records so that parents and/or designated persons may be reached in an emergency. **If a telephone number or address changes, please notify the school office immediately.**

Illness: Notify the school immediately for any chronic (i.e., asthma, diabetes, heart conditions, or seizures) illness.

Injury: The parent(s) will be notified. If necessary, fire-rescue will be called.

FAMILY RIGHTS AND PRIVACY ACT

The Family **Rights and Privacy Law** is to protect the accuracy and privacy of student educational records. Without parental consent, only you and authorized individuals having legitimate educational interests can access your child's educational records. You may waive this right of access to allow other agencies working with your child to access these records.

FIELD TRIPS

Participation in field trips is a **privilege**. Students represent the school; therefore, they may be excluded for reasons related to behavior, conduct and/or academic progress. Students who do not attend field trips **must** be in school, or it will be an unexcused absence. Students are expected to be in their team field trip t-shirt when participating in a school field trip. **Early dismissal after a field trip is not permitted.** Chaperones must complete the official M-DCPS volunteer registration forms.

REPORTING STUDENT PROGRESS

Student grades, Interim Progress Reports, and parent conferences serve as the primary means of communicating student progress and achievement. The teacher will explain the requirements for each grade including honor roll criteria at the opening of school meetings. In addition, the teacher will offer suggestions and recommendations that will assist you and your child.

Academic Grades

- A** (90-100%) = Outstanding Progress
- B** (80-89%) = Above Average Progress
- C** (70-79%) = Average Progress
- D** (60-69%) = Lowest Acceptable Progress
- F** (0-59%) = Failure

Interim Progress Reports are sent home four/five weeks into the grading period; report cards at the end of the period.

Principal's Honor Roll

- 4.0 GPA in academics
- 4.0 GPA in conduct
- All 1's in effort

Superior Honor Roll

- 3.60 GPA in academics
- 3.60 GPA in conduct
- All 1's and 2's in Effort
- No Grade below B in academics/conduct

Honor Roll

- 3.00-3.59 GPA in academics
- 3.0 or higher GPA in conduct
- All 1's and 2's in Effort
- No Grade below B in academics/conduct

Perfect Attendance

- No Absences per 9 weeks

Student of the Month

- Based on character values not academics. This award is recommended by the classroom teacher.

HOME LEARNING

Home learning provides students with opportunities to practice and extend learning. It will enhance and/or reinforce assignments completed at school. Home learning helps to develop student's responsibility.

In addition, Reading is a required part of every home learning assignment for 30 minutes every day. Reading Logs **MUST** be completed and signed.

INSTRUCTIONAL PROGRAM

Athletics: Physical education is a regular instructional period, required by law, for all grades. Students, in grades 6-8 will have physical education taught by a certified physical education (PE) instructor. All students are expected to participate. If illness or injury makes physical activity unsafe, a note from the doctor should be sent to an administrator.

INSURANCE

Student insurance is designed to furnish a low cost accident policy to the students of Miami-Dade County. Student insurance covers accidents that happen on school property. A policy that provides 24-hour coverage may also be purchased through the school at the beginning of the school year. Student athletes are required to purchase insurance.

LOST AND FOUND

Lost and found items are turned in to the school office. Problems with missing clothing and or personal belongings would be avoided if **clothing is clearly labeled with your child's name**. Items not claimed are donated regularly to various charitable institutions.

MEDICATION

Administering or dispensing of **any** medicines (including non-prescription medication) to students by employees of Miami-Dade County Public Schools without specific written authorization by a licensed physician and parent/guardian of the student is

forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, **the parent/guardian and the physician must sign a Miami-Dade County School Board authorization form.** Please obtain this form in the school's clinic. The medication will be kept in the clinic to be taken by the student himself, if dependable enough to do so, or to be administered by the school nurse.

PARENT TEACHER STUDENT ASSOCIATION (PTSA)

The Henry H. Filer Middle School Parent Teacher Student Association enhances the partnership between parents, faculty, staff, and administration. We encourage all of our parents to participate. The PTSA sponsors various activities throughout the school year. Monies from PTSA fundraising events are used for our students and our school community.

PARENT CONCERNS

The faculty and staff at Henry H. Filer Middle School recognize that parents are the students' first teachers. To ensure that all students achieve to their fullest potential, a collaborative effort between the school and home is necessary. Your child's teacher should be your first and most important contact. Most concerns can be addressed at this level. If additional help is needed, we have counselors, and as always the Assistant Principal and the Principal are also available. Regularly held parent conferences are scheduled for Tuesday mornings at 8:35 am-9:00 am. The conference date/time is subject to change.

PEDICULOSIS (HEAD LICE)

Students may be checked periodically for head lice. Students will be sent home if school personnel suspect lice in the hair. The student **MAY NOT** return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly, and shampoo frequently.

SAFETY (Arrival/Dismissal)

Private Buses: Private buses will use the designated area for drop off and pick up. Cars are **not allowed** in this area.

Automobiles: Automobile traffic is very congested during arrival and dismissal times. Traffic laws must be observed around school. For the safety of our students, children must observe all traffic laws and cross at the **crosswalk**. No cars are permitted in the staff parking lot to drop off or to pick up children. All perimeter parking is for **drop-off and pick up only**.

Bicycles: Students must walk the bicycle on school grounds, at crosswalks and busy intersections. Bicycles should be equipped with a lock and parked in the bicycle rack. **The school is not responsible for stolen bicycles.**

Skateboards: Skateboards are not permitted on school grounds.

Walking: Students who walk to and from school must be well-informed about the route they are expected to take. All students must use crosswalks and stop lights when crossing streets.

SOCIAL EVENTS

Special recognition ceremonies for students are authorized by the administration only. Individual birthday parties **are not** permitted.

STUDENT SERVICES

As part of our program, we have some special resource personnel to assist with our students and parents. We have school counselors, a T.R.U.S.T. counselor, a social worker, school psychologist and speech-language pathologist.

TEXTBOOKS

We urge students to realize that books and materials are expensive and that they should be cared for properly. Charges will be made for damaged or lost books and/or materials.

VISITORS

For the safety and protection of all students, **visitors (including parents) must sign in and out in the main entrance and obtain a pass when entering the building.** Cooperation will enable the school to provide a safe and orderly learning environment for the students. Any unauthorized person on school property will be requested to leave. Failure to leave when requested may result in an arrest for trespassing.



HAVE A WONDERFUL
2015-2016 SCHOOL YEAR!