

**Miami Palmetto
Senior High
7460 Southwest 118th Street
Pinecrest, Florida 33156
(305) 235-1360**

<http://mpsh.dadeschools.net>

2014 - 2015

Student Handbook

“Vis Per Scientiam”

Strength through Knowledge



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Agenda is divided into the following sections:

Academic Concerns

Activities

Athletics

Attendance & Transportation

Media Center

School Policies & Services

Student Code of Conduct

Student Services

ACADEMIC CONCERNS

Academic Grades

9 Week Average

<i>Letter</i>	<i>Numerical</i>	<i>Interpretation</i>	<i>Grade Point</i>
A	90-100	Outstanding	4
B	89-80	Good	3
C	79-70	Satisfactory	2
D	69-60	Minimal/Improvement needed	1
F	below 59	Unsatisfactory	0
I	Incomplete	0	
NC		No credit	0

Yearly Average

3.5 - 4.0 = A

2.5 - 3.49 = B

1.5 - 2.49 = C

1.0 - 1.49 = D

0 - 0.99 = F

Effort Grades

Symbols for effort (the degree to which a student works to ability) are as follows:

1 - Outstanding

2 - Satisfactory

3 - Insufficient

Conduct Grades

Conduct implies the degree to which a student relates to others in socially acceptable ways.

A. Outstanding

B. Good

C. Satisfactory

D. Improvement needed

E. Unsatisfactory

Students' academic grades reflect their academic achievement. Students who receive passing grades on their report cards can be assumed to be working within a range acceptable for the subject. Students are advised by the teacher of the grading criteria employed in each class at the beginning of the course.

Grades in conduct and effort reflect objectively the student's progress independent of academic achievement. Effort implies the degree to which a pupil has demonstrated a desire to learn or to engage in learning tasks which should lead to a mastery of educational goals. Conduct implies the degree to which a student relates to others in socially acceptable ways. The determination of the specific grade a student receives must be based on the teacher's best judgement after careful consideration of all aspects of each student's performance during a grading period. Each nine weeks, students receive a report card indicating their scholarship, effort, and conduct to that point. The final grade is the average of the entire year's work and will become a part of the student's permanent record.

Academic Integrity

Miami Palmetto Senior High School Honor Code

Section 1: Statement of Purpose

The members of the Miami Palmetto community believe that the fundamental objective of the school is to provide the students with a quality education while developing in them a sense of ethical and social responsibility. Trust, responsibility, and integrity are important characteristics to develop to be both successful at Miami Palmetto and in the future. Every instance of dishonesty hurts the entire community. The Miami Palmetto Honor Code is a guide for all members of the school community to act in accordance with these goals.

Section 2: Objectives

The Miami Palmetto Honor Code aims to cultivate a community based on trust, academic integrity and honor, where dishonesty is not tolerated by any member of the community. Students should grow in both intellect and character.

Section 3: Student Responsibilities:

Students are responsible for making choices consistent with good character, and acquiring knowledge, that will enable them to be quality citizens in the future. The Honor Code helps to ensure that all students at Miami Palmetto are given the same advantage in class and demonstrate their own abilities on examinations and assignments. All forms of academic misconduct are contrary to the honor code and will not be tolerated by the school community. Academic misconduct, as defined in the Code of Student Conduct, is:

“Using unauthorized answers or sources to receive credit for schoolwork. Some examples are looking at someone else's paper, copying from your notebook when you are supposed to use only your memory, or copying someone else's homework because you did not complete yours. Plagiarism is a form of cheating when you present another person's words or ideas as your own without giving the originator credit for the information. Some common examples of

plagiarism are copying information from a book without using quotation marks and without including a bibliography at the end of the assignment listing the sources used. All information in academic assignments that is not common knowledge must be cited and documented.”

Please note: This definition also applies to work turned in for extra credit. Information obtained from the Internet must be quoted and cited in a bibliography just as information obtained from a book.

Section 4: Faculty Responsibilities

Faculty members should foster an environment where honesty flourishes. They are expected to do the following:

- . At the opening of school, make known to their classes the importance of integrity, the Honor Code and the repercussions for breaking it.
- . Make known to their classes, as specifically as possible, what constitutes appropriate academic conduct and misconduct, for example: the limits on working with other students, expectations of citing sources of information, and the requirements for showing the steps involved in problem solving.
- . Report all instances of academic misconduct to the Assistant Principal for Curriculum via a referral.

Section 5 Honor Code Council

The Palmetto community understands that mistakes are a part of human nature and breaches of the Honor Code will occur. The community also believes that students should learn from their mistakes and from others to develop ethical behavior and responsibility. The Honor Council is a student-run organization that assists students who have violated the Honor Code to make better choices in the future. A student may be referred to Honor Council only once while at Palmetto. Since the first step in learning from our mistakes is admitting that we were wrong, all students referred to the Honor Council must sign an acknowledgment that the incident did occur as outlined by the teacher. The Council is a group of approximately 6 students who are elected by the student body and the Principal or Principal's Designee. All cases handled by Honor Council are in strict confidence between the Council members and the offending student only. The Council's responsibilities include:

- . Counseling students about ethics and responsibility
- . Assisting the student to repair the breach of trust with his/her teacher
- . Providing advice for improved study habits and time management
- . Providing information about available tutoring
- . Advising students who wish to report an Honor Code violation
- . Educating faculty and administration of ways to improve and maintain the integrity at Palmetto

The Assistant Principal for Curriculum will select consequences as specified in the Code of Student Conduct:

Cheating is a Level II offense. Only for first offence, and only if the student admits that he/she has committed academic misconduct, the APC will follow Plan II consequences outlined in the Code of Student Conduct.

“Parent/guardian contact

School-based program that focuses on modifying the student’s inappropriate behavior or promotes positive behavior (Honor Council)

Suspension from school for one to five days”

Please note: If the APC chooses to send the student to Honor Council, then the offense will not be recorded on the student’s permanent record. In all other cases, the permanent record will reflect the offense. If the APC chooses Honor Council, then the signed Violation of Honor Code Form will be forwarded to the Honor Council.

For repeated academic misconduct and for serious offences, the APC will follow Plan III consequences listed in the Code of Student Conduct.

“Parent/guardian contact

Suspension from school for one to ten days

Permanent removal from class (placement review committee decision required)

Recommendation for alternative educational setting

Recommendation for expulsion”

C: The following consequences will be assigned by Honor Council:

. Letter of apology to teacher expressing knowledge of why cheating is wrong

. Detentions and/or mandatory hours of tutoring

. Completion of Honor Council assigned consequences will result in no permanent record of the

violation in the student’s case management file

. Failure to appear at the scheduled Honor Council session or failure to comply with the assigned consequences will result in a referral to the APC. The student is then subject to Level II or III consequences and “action for academic misconduct” will be placed in the student’s permanent record.

D: The following consequences are stipulated by student government, honor societies, and select school clubs as determined by the constitution of the organization: Please review individual club constitutions.

. Removal from leadership positions

. Removal from membership

E: In addition, the student may lose school honors and awards. A student who has been cited for academic misconduct during the current school year and has a record of such in their student case management file may lose eligibility for honors and awards for that school year.

Forgiveness Policy

Students receiving a grade of "D" in senior high courses may repeat the exact course to improve the grade and GPA, if the student receives a "C" or higher. The lower grade will not be used to compute the GPA, but will appear on the student's transcript. A student may not repeat a lower course of a clearly established sequence of courses after a higher course of the sequence has been successfully completed. For example, a student may not repeat Algebra I after receiving credit for Algebra II. Grades of "F" will be averaged in the GPA until the course is made up and a grade of "C" or higher is achieved.

Grade Point Average (GPA)

Grade points are numerical values assigned to letter grades (A=4, B=3, C=2, D=1, F=0). Bonus points are additional numerical values assigned to letter grades in honors and Advanced Placement classes. Students must earn a minimum of five points in the second semester to pass a class, in addition to the minimum required ten points for the entire year.

A **cumulative grade point average** is a grade point average computed by using grades received for more than one grading period a year.

A **noncumulative grade point average** is a grade point average computed by using grades received for a single term.

A **weighted grade point average** is a grade point average which includes bonus points.

An **unweighted grade point average** is a grade point average without the inclusion of bonus points.

The traditional system for calculating a weighted commutative GPA is used until a student acquires 15 credits. Add one extra grade point for grades of "A", "B", and "C" for each honors class. Add two extra grade points for grades of "A" and "B" and one extra point for a grade of "C" to each Advanced Placement course. Add the total number of points earned and divide by the total credits attempted.

The process for calculating an unweighted and weighted GPA for the purpose of high school graduation and college applications is as follows:

$$\text{Unweighted Cumulative GPA} = \frac{\text{Total grade points (without bonus points)}}{\text{Number of credits attempted}}$$

$$\text{Weighted Cumulative GPA} = \frac{\frac{\text{Total grade point} + \text{Total bonus points}}{\text{Number of credits attempted}}}{\text{Number of credits attempted}}$$

A maximum of six credits earned in middle school can be transferred to the senior high school. These credits will be used in calculating the grade point average. Grades earned in dual enrollment classes and Florida Virtual School are also included. Students will be identified for honors as follows: SUMMA CUM LAUDE (top 5% of graduating class), MAGNA CUM LAUDE (top 10% of graduating class), and CUM LAUDE (4.0 GPA & above).

High School Graduation

In addition to the course requirements outlined previously, graduation requirements include:

1. Passing Florida Assessment Tests.
2. Passing the EOC in select classes such as Algebra, Biology, and Geometry.
2. Earning a cumulative grade point average of 2.0 (unweighted).
3. Completion of a Community Service component.
4. Taking and passing 24 credits. (See the Curriculum bulletin for specific credit requirements)
5. Completion of online course through FLVS.

In order for a student to participate in the graduation ceremony, he/she must complete all requirements by May of that year.

Homework

Under provisions of the Student Progression Plan, teachers assign meaningful homework assignments on a regular basis. Parents should insure a quiet area and help promote good study habits. If there are questions regarding this policy, please feel free to call an assistant principal or counselor for clarification or for a conference. Additionally, students are reminded of the requirement to complete 30 minutes of reading each day.

Make-Up Work

A student who has an excused absence is to take the initiative to make up work missed. All work missed is to be made up as soon as possible after the student's return to school. **It is the student's responsibility to make arrangements with each teacher to do the make-up work.**

Report Cards

Report cards are issued approximately one week following the conclusion of each grading period by the first period teacher. These reports are to be retained by the parents and not returned to the school. Report cards will be distributed to the students approximately two to three weeks after the end of each marking period.

*If students wish to have their last report card mailed home, they are to bring a stamped, self-addressed envelope. Otherwise, they will have to come to school to pick them up.

Each grade represents the achievement of the student in the subject he/she has taken during a particular period. At the beginning of the course, students are advised by the teacher of the grading criteria employed in each class. Progress is measured by considering individual oral work, participation in group discussion, written work, oral and written tests, investigative projects, etc. Regular attendance and punctuality as well as effort and good conduct help the student achieve good grades.

To receive credit for a course in senior high school, a student must have received at least a "D". In addition, a student must have a 2.0 overall GPA.

The final grade is the average of the entire year's work and will become a part of the student's permanent record.

Student Progress Report--Interim Progress Report and Principal Viewer

At the mid-point of each nine-week grading period each teacher in each class will complete an electronic Interim Progress Report for each student. Students are instructed to take this report home. This report will notify the parent of the present status of the student's work and provide comments and/or recommendations. Interims are given during the middle of each nine week period.

Unsatisfactory reports are given to students by the subject matter teacher **at any time** during a grading period when it is apparent that the student may fail or is performing unsatisfactorily in academics, effort, or conduct. These individual notices are to be returned to the issuing teacher. Once a parent has been notified of unsatisfactory progress, it is incumbent upon him/her to contact the teacher for further assessment of the student's performance.

Both parents and students are able to view academic grades per class on-line (Parent Viewer) through a school provided code. Specific instructions are given at the beginning of each school year.

Study Help

Students may receive help with homework and make-up assignments. This assistance is provided by faculty members and by members of the various honor societies during the lunch break, before, and after school. Specific times and places for this help are posted in classrooms and on bulletin boards throughout the building.

Tests

If a student is absent for a test, he/she may make it up provided the absence is excused and arrangements have been made with the teacher. If the absence is unexcused, the student will receive a Z. Quizzes and other assignments may be due on other days of the week.

**Implementation of the Florida Secondary School
Redesign Act Amendment**

Entering 9th Graders:

Algebra I – the EOC (End of Year Course exam) assessment must be passed in order to earn credit for the course*

Geometry – the EOC assessment will be 30% of the student's grade for the course*

Biology I required for graduation and the EOC assessment will be 30% of the student's grade for the course*

ACTIVITIES

The School Colors are Columbia Blue and White.

The Athletic Teams are known as the Panthers.

The Panther Update is a weekly newsletter that provides information on activities. It can be found on our school website.

Student Council

Every student at Miami Palmetto is represented on the Student Council. The House of Representatives (homeroom representatives) is elected from the attendance period. There will be one representative and one alternate from each attendance period to act as a liaison between students and the council.

The business of the Student Council is carried on through the senate and class boards. Special committees are established for specific purposes and are dissolved when they complete their business. This method of operation makes it possible for many more students to become truly active in school-wide activities. Any student wishing to bring business before this organization should consult with the Student Council President.

All students are encouraged to take a sincere active interest in the development of the school through participation in the Student Council. You may volunteer to help on your corresponding class board by signing up in the Student Activities office.

Requirements of School-Sponsored Organizations

The sponsor must be present at all meetings and other activities of a school-sponsored organization.

All activities conducted by school-sponsored organizations must be approved in advance by the Director of Student Activities who will record them on the Activities Calendar.

A monthly report including a formal copy of the minutes for each meeting must be submitted to the Director of Student Activities on the day following each meeting. Forms for this purpose are available in the Student Activities Office. Additional requirements can be found in the Organization Handbook.

Members of performing/competitive groups will no longer be eligible to perform or compete if they reach 10 absences and/or 20 tardies to school.

Performing Groups

Dance, drama, and musical groups for school-related functions and at community events are sponsored by various organizations. Large numbers of students find opportunities to develop their particular talents, express themselves, and serve their school through participation in one of the performing groups. For further information about a particular group and its requirement for membership, contact the specific sponsor. The performing groups include:

Chatonettes, Cheerleaders, Chorus, Jazz Band, Marching Band, Omega Singers, Orchestra, Symphonic Band, & Variations.

Publications

Student publications permit students interested in various aspects of journalism (e.g., writing, layout, sales, advertising, proofreading, editing, photography, bookkeeping, etc.) to gain some practical experience with developing their own abilities. Palmetto has three publications: a literary magazine, a newspaper, *The Panther*, and a yearbook, *The Palm Echo*.

For further information about a particular publication or about the requirement for becoming a member of the staff, contact the specific advisor. Students interested in broadcast journalism can become a part of television production.

Miami Palmetto Senior High School

School Sponsored Clubs

Honor Societies

American Technology Honor
Society

English Honor Society

French National Honor
Society

German National Honor
Society

Italian Honor Society

Japanese Honor Society

Modern Music Masters (TRI-
M)

Mu Alpha Theta

National Art Honor Society

National Forensic League

National Honor Society

National Science Honor
Society

Social Science Honor Society

Spanish National Honor
Society

Thespians with a SADD
Chapter

Interest Clubs/Performing Groups/Classes

African Heritage Club

Amnesty International

Asian Culture Club

Athletic Training Club

Band (class)

Biology Club

Chatonettes (try-outs)

Cheerleaders (try-outs)

Creative Writing Club

DECA (Distributed Education
Clubs of America)

Ecology Club

FCCLA (Family Careers
Community Leaders of
America)
5000 Role Models
FBLA (Future Business
Leaders of America)
FFEA (Future Florida
Educators of America)
GSA (Gay Straight Alliance)
HOSA/HIV Peer Educators
Impawvisation
Junior Varsity Cheerleaders
(try-outs)
Literary Society
Model UN

Newspaper – THE PANTHER
- (class)
Omega Singers (class &
auditions)
Pep Squad
Photography Club
Pink Ribbon Club
SHAPE
Sign Language Club
Spanish Club
Student Council
Television Production (class)
Variations (dance class –
auditions)
Yearbook (class)
Women of Tomorrow

Service Clubs

Key Club
Leo Club

Interact International

**For further information on our school
clubs,
look on our school website,
mpsh.dadeschools.net**

Sales

The sale of candy and/or other merchandise on school grounds or at school events **must be**

approved in advance and in writing by the Director of Student Activities, Principal, & School Treasurer. Individual fundraisers are strictly prohibited. Failure to comply with this policy may result in administrative consequences, including suspension.

Athletics

The Miami Palmetto Athletic program is the finest in Dade County. The Miami Herald has often rated Palmetto as having the most outstanding athletic program in Dade County.

Varsity and Junior Varsity teams are open to all Palmetto students. The teams are coached by well-qualified individuals. You are encouraged to try out for any of these teams. During the past year over 600 letters (P) have been given to outstanding athletes on the various teams. The sports are divided into three groups.

Fall Sports

During the fall season competition takes place in football (varsity and junior varsity), cross-country, swimming, volleyball (female) (varsity and junior varsity), bowling and golf.

Winter Sports

Soccer (male/female) (varsity and junior varsity), basketball (male/female) (varsity and junior varsity), and wrestling (varsity and junior varsity).

Spring Sports

Baseball (male), volleyball (male), softball (female), water polo, track, tennis, girls & boys lacrosse, and badminton are the spring sports. Many of these have both male and female teams. The softball, tennis, girls volleyball, and swimming teams have won honors not only at the county level, but also at the state level.

The athletic staff is looking forward, with great enthusiasm, to your participation in Palmetto's athletic program. Pride is the key word to success; you can carry on the traditions that the athletes before you worked so hard to achieve. For further information about any phase of the athletic program, call the school, 235-1360, and ask for the athletic director.

Athletic Eligibility

Students entering senior high school who intend to participate in junior varsity and varsity athletics must follow certain procedures. They must become eligible under the Florida High School Activities Association, which governs all high school sports in Florida. Some sports start the first day of school. Varsity and junior varsity football starts this year on August 5. All students interested in any of the sports offered at Palmetto are responsible for having complete understanding of the requirements associated with participation in varsity and/or junior varsity athletics.

1. Eligibility
 - (a) Each student must have an original birth certificate or a passport if born out of the country. Information regarding your birth certificate may be obtained from the
Bureau Of Vital Statistics
1350 N. W. 14th Street

Miami, Florida 33125

Telephone: 377-0341

(b) A student must have a cumulative G.P.A. of 2.0 or higher in all courses and a 2.0 or higher in conduct.

(1) To participate in the First Semester a student must have a cumulative G.P.A. of 2.0 or higher in all courses and a 2.0 or higher in conduct.

(2) To participate in the Second Semester a student must have a cumulative G.P.A. of 2.0 or higher in all courses and a 2.0 or higher in conduct.

G.P.A. based on a 4.0 scale

2. Special Athletic Forms

(a) The forms may be downloaded from school web-site. They consist of:

(1) physician's statement

(b) The forms are to be completed and filed with the Athletic Director at the beginning of the sport.

Attendance & Transportation

Attendance Bulletin

Student absences will appear on the Attendance Bulletin as unexcused until a note, written by a parent, is brought to the Attendance Office before school, during lunch, or after school until 3:00 PM. This must be completed **WITHIN 72 HOURS OF THE ABSENCE**. At the time it will be determined whether or not the absence is excused and an admit will be issued. The student is then responsible for showing the admit to all of his/her teachers and obtaining signatures. The Attendance Bulletin will also reflect the corrected absence.

Parents can access their student's attendance on-line (Parent Viewer) with the use of a school provided code. Specific instructions are provided at the beginning of each school year.

Attendance Policy

Students are expected to assume the responsibility of regular and prompt attendance to each class. **Remember school begins at 7:20 AM and ends at 2:20 PM.** If a student is not physically present in the classroom assigned he/she will be marked absent regardless of the reason. Each absence will be designated satisfactory or unsatisfactory.

Attendance Procedures: Student/Parent Responsibilities

Upon an absence, a student will appear on the Attendance bulletin as unexcused. A parent note (up to 10 absences) or other documentation (illness, medical appointment, death in the family, observance of a religious holiday, school sponsored event or educational enrichment activity, court appearance, etc.) must be submitted to the attendance office **WITHIN 72 HRS OF THE ABSENCE** if it is to be considered for a status change. **Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence.** Parent note or documentation will be accepted by the attendance office from 7:00 A.M. - 7:15 A.M., during lunch and after school until 3 PM. An admit will be issued if an absence is excused, and must be retained for the duration of the school year in case an appeal is necessary.

Unexcused absences include: absences due to vacations, personal services, local non-school events, program, or sporting activity; absences due to older students providing day care services for siblings; absences due to illnesses of others; absences due to non-compliance with immunization requirements unless lawfully exempted.

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course will have quarterly, semester, and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. Unexcused absences do not require that the teacher provide make-up work for the student.

Students missing 3 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 and meet with administrator.

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 administrator over attendance.

When a student reaches ten or more absences/tardies (excused, unexcused), **a parent is required to bring** required documentation in order for an admit to be excused. This must also be done within a 72 hour period.

If a performer and/or athlete, the accumulation of 10 absences or 20 tardies will result in removal from team and inability to perform or compete for rest of school year. An opportunity to appeal is given if student requests one through the Athletic Director or Activities Director.

Conduct and Attendance Records

The conduct record and attendance records are consulted in determining the dependability of any student who desires a recommendation for a job, entrance to another high school, college, the armed services, or participation in school athletics and other activities.

Emergency Contact Card

Dade County school policy requires that each student have an emergency contact card filled out and signed by his/her parent or guardian when student enrolls in school each year. This card is used to contact someone responsible. It is important that the information on the Emergency Contact Card be kept up-to-date at all times. In order for a student to be excused from school, the specific names of adults, **21 years and older**, authorized to do this must be on the emergency contact card. When these adults come to take a student out of school, they will be required to provide picture identification. Only authorized personnel may remove a student from school.

Metro Bus Pass

Any student wishing to ride the Metro Bus at a reduced fare may pick up a Metro Bus Pass in the Assistant Principal's office.

Permission To Leave School

Permits to leave school will be granted by an Administrator on an emergency situation only. **Students are urged to arrange all appointments at hours that are not in conflict with school time.**

Parents must come in to have their child released from school. Phone calls, faxes, or notes will not be accepted as an alternative to release a student. Failure to do so will result in the student not being released. Parents that come into school requesting a permit to leave will be required to present a picture identification and be listed on the emergency contact card as guardian. **NO STUDENTS WILL BE RELEASED UNLESS THE PERSON SIGNING STUDENT OUT IS ON THE EMERGENCY CONTACT CARD, HAS PROPER IDENTIFICATION, I.E. PHOTO ID, AND IS 21 OR OLDER UNLESS IT IS THE ADULT SIBLING THAT IS OVER 18.**

**NO STUDENTS WILL BE PERMITTED TO
CHECK OUT AFTER 1:30 PM, NO EXCEPTIONS!**

Satisfactory Reasons For Absences And Tardies

The following reasons are considered satisfactory for either an absence or tardy:

1. Student illness
2. Medical appointment with documentation
3. Death in family
4. Observance of religious holiday
5. School-sponsored event
6. Court appearance with documentation
7. Outdoor suspensions

****Family emergency is not considered to be an excused absence or tardy.****

Tardy To School

Students arriving to school after the 7:20 A.M. bell are to report to the attendance office for a late pass. A tardy is unsatisfactory unless a note or documentation is provided that meets the satisfactory standard at the time the student signs in. After the tenth (total) tardy to school, no tardies will be excused despite of the circumstance. Failure to sign in will result in disciplinary action.

**A STUDENT WILL NOT BE PERMITTED TO
SIGN INTO SCHOOL AFTER 1:30 PM – NO EXCEPTIONS!**

Disciplinary Action For Tardies

If a student is tardy to class or school he/she will incur the following disciplinary action:

- 1st and 2nd Tardy – Administrative Warning
- 3rd Tardy – Detention: served in detention hall - after school
- 4th Tardy – Double Detention
- 5th Tardy – Work Detail; mandatory parent conference, 6th or more – Suspension

Participation in Extracurricular Activities including performances & sports:

To be eligible for participation on the day of an event, students must be in attendance for at least half a day and not have accumulated 10 absences and/or 20 tardies to school.

Transfer Or Withdrawal From School

Students who find it necessary to transfer or withdraw from Miami Palmetto Senior High School must follow this procedure:

1. Have a parent or legal guardian come to school to sign the Withdrawal Card and Transfer Slip.

2. If you are moving to another area in Miami-Dade County that is outside of Palmetto's attendance boundary two forms of documentation verifying your new address must be presented. Acceptable proof is:
 - (a) Warranty Deed
 - (b) Properly executed lease agreement
 - (c) Florida Power and Light bill or receipt
3. Bring all your textbooks to school with you.
4. The Withdrawal Card will be given to you. It must be signed by all your classroom teachers as you return your books and by the librarian and treasurer. (This procedure takes at least one hour.)

Transported Students

Students may be transported to and from school in county school buses if they live two miles or more from the school. They are required to ride the same bus each day and to board and leave the bus at the stop assigned by the driver. The bus driver has the authority to prohibit any disruptive student from his or her bus.

No student is allowed to ride a bus other than the one on which (s)he is registered. Students are not permitted to take the bus except from their home to the school. Students must only get on and off the bus at their specific stops. In the event of a bus breakdown, or late arrival of a bus, students are to wait at their regular stop until a relief bus arrives. The Transportation Department has facilities for taking care of emergencies. If a student is absent from school because (s)he failed to wait for transportation, (s)he will be given "unsatisfactory" in the classes for which (s)he was tardy or absent.

The bus driver has absolute jurisdiction over all students on his/her bus. Students should become familiar with the following regulations which must be observed:

1. Line up, single file off roadway, while awaiting the bus.
2. Keep seated at all times while bus in motion.
3. Keep arms and head inside windows.
4. Cross roadway directly in front of bus. Wait for driver's signal before crossing.
5. Unnecessary conversation with the driver is dangerous. Students are urged to remain quiet.
6. Outside of ordinary modulated conversation, classroom conduct must be observed.
7. Students must obey the driver.
8. The driver has the right to assign students to certain seats if necessary to maintain good conduct on the bus.
9. Smoking, drinking, or eating are prohibited on the buses.
10. Students must be on time. The bus cannot wait for those who are late.

Penalty: For violating these rules a student will be reported by the driver to the school principal, who has the authority to suspend him/her temporarily from the bus.

Unsatisfactory Absences-No Credit

School Board Policy 5A-1.04 requires teachers to withhold final passing grades when a student has ten or more unsatisfactory absences in an annual course or 5 or more in a semester course. An "NC" (No Credit) will appear on the report card. Students who wish to petition the withholding of final passing grades will be given the opportunity to appeal to the attendance review committee. **Unsatisfactory absences will be reflected in the grade book as an "Z" and will be averaged in the total grades.**

Media Center

The Miami Palmetto Media Center is open daily Monday through Friday from 7:20 a.m. to 2:20 p.m. Any after school meetings or events that take place in the media center are scheduled through the media center; please email Ms. Manheimer (LManheimer@dadeschools.net). Extended hours before and after school will be determined at the beginning of the school year.

Circulation: Students MUST present a Miami Palmetto Senior High School student identification badge to check out materials. Books from the general collection are circulated for a two week period. Reserved books, reference books and back issues of magazines are circulated overnight. There is no limit on the number of books that may be checked out; however, students are limited to three non-fiction books on a given topic.

Computers/Technology: The computers in the media center are to be used **for educational purposes only.** During the school day, students may use an open computer, providing they have **an official yellow hall pass** and a Miami Palmetto Senior High School Student ID Badge. Students may use computers to conduct research using the media center web page which provides links to various data bases, including magazines, newspapers, encyclopedias and other reference sources. Students may also use various word processing, desktop publishing and multi-media programs for projects and assignments. The electronic catalog is also available for locating books and other materials in the media center collection. All media center online resources, including subscription databases and book catalogs are accessible via the Internet from **any** computer with Internet access. **IMPORTANT NOTE:** Students may not use USB drives on Media Center computers. Instead, students are encouraged to use their Student Portal account for saving and transferring files.

Conduct: The Media Center is a reference and resource area for classes and individual students. Students are expected to work quietly and exhibit courtesy to all patrons.

Fines: Five cents per day, excluding holidays and weekends is charged on overdue materials from the general collection. Books checked out overnight are due back before first period the following morning. A charge of ten cents per period applies to materials that circulate overnight.

Media Center Visits: Students must present an official yellow hall pass when they come from a class. Passes are not required during lunch. **Do not bring food or drinks into the media center.**

Other Services: Students must purchase a copy card for \$1 to use the copy machine. The copy card will allow you to make 10 copies. Students may print from any computer. Printing costs 20 cents per page; color printing costs 75 cents per page. Flash drives (USB) are currently not permitted on the media center computers. A binding machine and basic office supplies are also available for student use.

Additional information may be found in the Media Center Student Handbook, located on the Media Center webpage, <http://mpsh.dadeschools.net/mediacenter>

School Policies & Services

Accident Report

Any student who witnesses an accident in school or at any school-sponsored activity should report it to the sponsor or nearest school official. If the injured student has purchased the student accident insurance, (s)he should request an insurance claim form from the Student Services Secretary.

Cafeteria

Food is provided daily in the cafeteria and in other designated areas throughout the building for your convenience. For the smooth functioning of this service, certain practices need to be followed by all students:

1. Keep in a single line and have money ready.
2. Make only one trip through the food line.
3. Always be courteous to the cafeteria workers.
4. Respect the right of teachers to enter the front of the line .
5. It is not permitted to enter the line in front of another student.
6. Do not save tables or chairs for friends.
7. Keep voices soft during meals.
8. Always use acceptable table manners.
9. When finished eating (a) Pick up tray from the table and carry it to the exit area. (b) Discard trash in receptacles.
10. Heed the requests of cafeteria monitors who assist in maintaining proper cafeteria procedures.

Use of Electronic Devices

For the purpose of establishing this policy, an electronic device is defined as any mechanical or electrical device that is capable of playing, recording, storing, or transmitting sounds, images, or data. Examples of these types of devices include cell phones, iPods, MP3 players, CD players, radios, media players, PDA's, computers, and calculators.

Although not recommended, students may have an electronic device on their person, in their book bag or purse, while on campus from 6:50 AM until 2:20 PM, Monday through Friday provided the device is turned off and out of sight. However, it is strongly recommended that students secure all electronic devices at home or in their car. Miami Palmetto Senior High School or its representatives will not assume responsibility for devices that are lost, stolen, or confiscated.

Please be advised of the following:

- The operation and use of an electronic device by a student while on campus from 7:00 AM until 2:30 PM, Monday through Saturday, is expressly prohibited.
- The operation and use of an electronic device during instructional periods, academic assessments, and standardized tests will result in severe academic and behavioral penalties.
- The operation and use of an electronic device at all other times (entering/leaving campus, passing, during lunch time) will result in behavioral penalties.
- Electronic devices that are seen or heard by a Miami Palmetto Senior High School representative will be confiscated and turned into the office of the Principal.
- Twenty-four hours after the device is confiscated, the parent or guardian of the student can schedule an appointment with the principal to arrange for the return of the device. The parent or guardian must provide proof of ownership.
- Five days after the device was confiscated, the student can schedule an appointment with the principal to arrange for the return of the device. The student must provide proof of ownership.
- Electronic devices that are not recovered within 30 days will be donated to a local charity.
- Repeated violations of this policy will subject the student to progressive disciplinary action as defined by the Miami Dade County Public Schools Code of Student Conduct.

Classroom Department

Students are reminded that they must be in class on time. Being in class on time means being seated and ready to work when the bell rings. Students are also reminded that teachers dismiss the class, not the bell.

Classroom Procedures

Students are to enter and leave each classroom in an orderly manner and remain seated until the teacher dismisses the class.

Students are not permitted to be in the halls or outside of classrooms without a hall pass signed by their teacher.

Each student is expected to attend classes with all the necessary supplies and working materials. Borrowing from other students is discouraged.

Students are not permitted to go to the parking lot without administrative approval.

Cutting Class

Students who cut classes will be subject to the Code of Conduct and Progressive Discipline Plan.

Clinic

The procedure for going to the clinic is as follows:

1. Obtain a pass from your classroom teacher to the Attendance Office.
2. Personnel in attendance will determine the appropriate action - to go home or to go to the clinic. A student assigned to the clinic may stay in the clinic for only a brief time. No medication is to be dispensed according to state law.
3. Parents will be notified should a student need to go home. Students are cautioned that a permit to leave school is mandatory for any student leaving school other than at the regular dismissal time or for a school sponsored field trip.

Detention

After-school detention is one form of corrective discipline used by Miami Palmetto Senior High School. Students assigned detention will be notified 24 hours in advance, in writing. Failure to attend an assigned detention will be considered equivalent to cutting a class.

Elevator

The school elevator is to be used expressly by those individuals who are handicapped and cannot use the stairs. No other students may use the elevator unless they are specifically assigned to help another student.

When a student is no longer in need of the elevator, (s)he must immediately return the elevator key to the Treasurer's office. Students failing to return the elevator key will be assessed a \$10.00 charge for the key.

Field Trips

Field trips may be planned by a subject matter teacher as part of students' educational experience or by club and activity sponsors. Any time during the regular school day, before or after school hours, or on weekends that a student or a group of students participate in a school-sponsored activity, the procedures for a field trip will be followed.

- Step 1: The teacher obtains all the necessary documents from the Director of Student Activities and also obtains all required signatures.

Step 2: When the teacher/sponsor gives the student a copy of the parent permission slip, the student requests each teacher to complete section 5 then takes the form home for the parent to complete their required sections.

Step 3: The student returns the completed permission form to the teacher/sponsor prior to going on the trip. Students who fail to do this will not be permitted to attend the trip.

Classes missed because of a field trip on school time are considered satisfactory absences. Class work missed is to be made up.

Students are not to drive other students on fieldtrips. Parents can drive students, however, they must submit a private vehicle form and be a Level 1 volunteer. If an overnight trip, parent must be a Level 2 volunteer, which requires fingerprinting.

Students participating in a field trip or school-sponsored activity are viewed as representatives of Miami Palmetto Senior High School. As such, they should conduct themselves in their usual mature manner. The Code of Student Conduct is in full effect during all field trips.

Failure to comply with field trip policies during a school field trip will result in disciplinary action including suspension and removal from participation in all school activities.

Fire Drills-Other Emergencies

Fire drills will be held periodically in accordance with the State of Florida Law. Specific instructions for evacuation are posted in each room. When the alarm sounds, please move quickly outside the building until the signal is given to return.

During the "Lock Down" process, no one will be permitted to enter or exit the building until safety and security is assured.

Halls

Five minutes are allowed to pass from class to class. At the conclusion of the tardy bell you are to be in your seat. With the large student body moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing the normal traffic flow. Please do not run, push or loiter in the halls. Try to plan your route to the next class to take advantage of the stairways at the west and east ends of the building. These end stairways are not as crowded as those in the center of the building.

Teachers will be present in the halls to assist students. Your cooperation with your fellow students and the teachers will be appreciated.

Cooperate with the hall monitors in the exercise of their duties. Present your hall pass courteously when asked to do so.

Leaving Campus

As of the 2002-2003 school year, Miami Palmetto Sr. High has been a closed campus for lunch per school Board rule. **THUS, NO STUDENTS ARE ALLOWED TO LEAVE CAMPUS WITHOUT AUTHORIZATION DURING THE SCHOOL DAY. STUDENTS WHO VIOLATE THIS POLICY WILL BE SUBJECT TO 5 DAYS OF OUTDOOR SUSPENSION AND A MANDATORY PARENT CONFERENCE. STUDENTS MUST BE SIGNED OUT IN THE ATTENDANCE OFFICE OR BY AN ADMINISTRATOR IF THEY WISH TO LEAVE SCHOOL.**

Lockers

Each student may select a locker and put only a school issued lock on it. Locks will be on sale in the treasurer's office. Sharing of lockers is strictly prohibited. Locker #s will be recorded when the student purchases the school issued lock.

Lost And Found

Pupils are urged to guard their purses, pens, wallets, eye glasses, and other valuables at all times. If, however, students find money, a wallet or purse, eye glasses, etc, on school property, they are requested to turn it in to the Attendance Office immediately. Students who have lost valuable articles may claim them at the same office. Lost books, when returned, are given to the teacher who issued them.

Markers

Students are NOT permitted to bring any permanent type markers, including Sharpies, on campus. When this type of instrument is needed, it will be provided by the instructor.

Messages

Messages To Teachers: Parents who wish to contact faculty members may do so through the school by calling (305) 235-1360. When leaving your message, make sure to leave your name, phone number, and the time(s) you can be reached. The teacher, **if at all possible**, will return your call that day during his/her planning period.

Messages To Students: Messages to students during the day disturb the continuity of the class and will not be permitted. Messages will be delivered through an administrator and only in case of extreme emergency.

Mood Modifiers

Any involvement in the use, possession, sale or transmission of a mood modifier or acting under the influence of a mood modifying substance on the school premises or at school functions, including sporting events, theater productions, Prom, and Homecoming, is expressly forbidden by School Board Rules. Anyone found to be in violation of the above will be receive 10 days of outdoor suspension, and are subject to possible expulsion and loss of all privileges to attend any other school events in the future, including graduation.

Off-Campus Violations

Any student arrested for an off-campus delinquent act may be subject to a school suspension based on Guideline Twelve of School Board policies (Procedures for Promoting and Maintaining a Safe Learning Environment). Each case will be handled on an individual basis, and determination will be made as to whether the act affects the school and safety of its students and staff.

Parent And/Or Student Complaints

If a parent is not satisfied by a decision made by an individual teacher, the parent has the recourse to meet with school officials to resolve the complaint.

To help parents and students to seek resolution of concerns and complaints the following procedures have been developed:

For Issues Involving An Individual Teacher or Class.

Level 1. A conference with the teacher.

Level 2. A conference with the department chairperson, counselor, and/or assistant principal.

Level 3. A conference with the principal, who will study and evaluate the situation and render a decision.

Level 4. If the parent is not satisfied with the final decision, the decision can be appealed to Region V, 18180 SW 122nd Avenue, 305-252-3041.

For issues not involving a problem with an individual teacher such as schedule problems, school rules and procedures etc., the process may be initiated at Level 2.

Student Parking Policy – please see school website!

Smoking And Tobacco

Students are NOT PERMITTED to smoke or use tobacco anywhere on the school grounds or in the school building at any time. The “No Smoking” rule is a Miami- Dade County School Board regulation. Any student found violating this regulation will receive 5 Days of Outdoor Suspension.

Student Dress Code –

We are a mandatory uniform school! Please see policy below.

Violation of Uniform/Dress Code Policy Consequences –

Violations will be handled by the issuing of detentions. Number issued will increase by one for each grading period. Students who fail to serve detention(s) will be subject to further disciplinary action, including suspension.

Uniform Policy Criteria

SHIRTS

Polo style shirt with collar, Oxford button down shirt with collar, Girl's blouse with collar or approved "**Spirit-Wear Shirt** or Spirit-Wear T-Shirt."

{NOTE: "Spirit-Wear" is defined as clothing which has been pre-approved by MPSHS Student Activities and is related to school activities, organizations, clubs, or athletic teams.} Shirts can be long sleeve, short sleeve, half sleeve, or three quarter sleeve.

No sleeveless shirts permitted. No homemade shirts permitted. No altered shirts permitted. Shirts may not be oversized. Button down shirts can not be worn open. **Approved school logo is required on all shirts with collars.** Shirts with logos are available at vendors listed on school website (mpsh.dadeschools.net).

Shirts purchased at other locations can be brought to school listed vendors for application of logo at minimal charge.

Approved colors: Solid White, Solid Navy Blue, Solid Columbia Blue (light blue), and Light Gray.

SHORTS/PANTS/SKIRTS

Cargo or full length style shorts (must be knee length); Skirts (can not be worn above the knee); Capri pants, pants or jeans.

Solid color fitted shorts/pants must be worn at the waist. Shorts must reach the top of the knee. Pant legs may not drag the floor. Shorts/pants/skirts may not have embellishments, embroidery, patches or holes.

Approved colors: Khaki, Navy Blue, Denim blue jeans.

UNDERSHIRT

Undershirt may be worn with shirts.

Solid color t-shirts may be worn underneath an outer shirt.

Approved colors: White, Navy Blue, Columbia Blue (light blue), and Light Gray. Pre-approved spirit-wear t-shirts may be worn underneath an outer shirt.

OUTERWEAR

Sweatshirts, sweaters, or jackets worn over school uniform.

Solid color sweatshirt, sweater, and/or jacket may be worn over a shirt.

Approved colors: White, Navy Blue, Columbia Blue (light blue), and Light Gray. Pre-approved spirit-wear outerwear may be worn over a shirt.

SHOES

Sneakers, shoes with a back, or other completely closed shoes are highly recommended. Due to safety issues related to traversing crowded hallways and stairwells, it is strongly suggested that students not wear flip flops, sandals, crocs, or open toe shoes.

SCHOOL ISSUED ID BADGES

A school issued ID badge with a lanyard will be provided free of charge to every student. The ID Badge must be carried by the student at all times and will be required to attend all events held on campus and to access Student Services such as seeing a counselor, checking out books, and purchasing tickets for school sponsored events.

ITEMS NOT ALLOWED:

The following items are not permitted to be worn: Low cut jeans, hats, caps, headwear, hoods, oversized shirts, knee length shirts, homemade shirts, spaghetti straps, spandex of any type, polyester leggings, athletic wear, sweatpants, pajama pants, bedroom slippers, exposed underwear, baggy jeans, baggy pants, baggy shorts, midriffs showing, short-shorts, skirts above the knee, and swimwear.

We are a MANDATORY UNIFORM SCHOOL.

Students receiving an approved uniform waiver

must adhere to the following guidelines:

Students will dress in a manner which is conducive to learning and proper for school. Students dress and appearance will not be hazardous to the health or safety of anyone in the school, have a negative effect on or be disruptive to the educational process.

The Following Are Not Permitted:

- Hats, visors, sunglasses, headbands, or Doo Rags
- Sleeveless shirts, tank tops, mesh shirts, see-through tops, tops not covering entire torso such as stomach area, shirts with open backs, low backs, strings tied in the back, sleeveless undershirts, spaghetti string tops with or without bra straps, biking tops, dress with strings or spaghetti strps, or halter tops with or without overalls
- Gym shorts, short shorts, riding/cycling pants, running shorts (except P.E.)
- Mini-skirts, mini-dresses, skirts with high slits, or above mid-thigh length
- Tights, leggings, tight stretch pants

- Sleepwear
- Clothing or accessories that are hazardous to the safety of students, faculty or staff of the building
- Clothing or apparel that has offensive, suggestive phrases, designs, slogans or language
- Clothing or apparel that has written messages, pictures, or symbols which relate to drugs, smoking, alcohol, sex or profanity are prohibited
- Low cut jeans, hats, caps, headwear, hoods, oversized shirts, knee length shirts, homemade shirts, spaghetti straps, spandex of any type, polyester leggings, athletic wear, sweatpants, pajama pants, bedroom slippers, exposed underwear, baggy jeans, baggy pants, baggy shorts, midribs showing, short-shorts, skirts above the knee, and swimwear.

SWEATERS, SWEATSHIRTS, CARDIGANS, T-SHIRTS, JACKETS, ETC. WILL NOT BE ACCEPTED TO HIDE INAPPROPRIATE ATTIRE. NO WARNINGS WILL BE ISSUED. STUDENTS FOUND IN VIOLATION OF DRESS CODE WILL RECEIVE A DETENTION. EXCESSIVE DRESS CODE VIOLATIONS WILL REQUIRE FURTHER DISCIPLINARY ACTION AND A MANDATORY PARENT CONFERENCE.

Student Insurance

Student Insurance is available to students during the first week of the school year. Students who do not purchase it at this time or who enroll after the first week must contact the insurance company directly. Application forms are issued in the Student Services Office. Student Insurance is required for participation in athletics and strongly recommended for extracurricular activities.

Student Safeguards Concerning Suspension

Prior to Suspension from School, Denial of Bus Privileges, or Administrative Assignment to the Opportunity School Program, the student shall have the right to be given:

- oral or written notice of the charges against him/her;
- an explanation of the evidence, should the student deny charges; and
- an opportunity to present his/her side of the story.

Generally, the notice and hearing should precede the student's removal from the school or the bus. However, if this is not feasible or if the immediate removal of the student from school or the bus is justified in order to protect the safety of individuals, property, and/or the educational process, the necessary notice and hearing, if requested, will follow as soon as it is practical to do so.

In the event that disciplinary action is not justified or upheld, the student will not be penalized for school work that cannot be made up. If the suspension is implemented and/or assignment to the Opportunity School is recommended, the parent will be informed through written notification that they have a right to conference with the principal.

A student placed on suspension is expected to make up all written assignments missed during the period of suspension. Failure to do so will result in the student's being given the academic grade of "F" for those written assignments. A suspended student completing all written assignments missed during the suspension period shall not be subject to the withholding of passing final grades unless the student has, in addition to his/her suspension, attained five or more unexcused absences in an annual course. In addition to making up all written assignments, the student shall be held responsible for the material presented during the student's absence.

Under no circumstances are teachers required to make special provisions to comply with this procedure. The responsibility for securing written assignments missed during the suspension period will be the responsibility of the student.

Work completed and turned in to teachers in the School Center for Special Instruction will be accepted for credit. It is the responsibility of the student to request work if placement is one day; if two or more days, the S.C.S.I instructor will request class work.

Telephones

Except in emergencies, students are not permitted to use the office telephones.

Textbooks

Each year, Palmetto Senior High spends a considerable amount of money for state-adopted textbooks. Students can help us to keep the expenditures at a reasonable level and increase its effectiveness by taking good care of books assigned them. Use the textbooks, but do not abuse them. Keep the books covered, and do not write on the pages or edges, tear out pages, or damage the book in any way.

At the beginning of the school year and/or of the semester each teacher will examine the condition of any book issued and note its condition in the book and on his/her records. When the student returns the book, the teacher will re-examine it. If it shows only normal use, the student will be charged nothing. If, however, there has been deliberate damage to the book such as torn out or missing pages, extensive writing or drawing inside or on the edges, the student will be charged the price of a replacement book.

If a book is lost, the student will be charged the price of a replacement book.

Textbook prices may be obtained from each teacher. The monies paid to the school treasurer for lost and damaged books are, in turn, added to the textbook account during the following year.

Students may desire to purchase textbooks and/or supplementary books for some required and/or elective courses.

Treasurer's Office

The Treasurer's Office cares for the funds of all school organizations. All money collected must be deposited daily and disbursements must be made by check. No monies are to be kept outside of the school. All disbursements by check require original invoices. Purchases are to be made after purchase orders have been drawn up and properly approved by the sponsor, activities director, and principal.

Truancy/Hall Sweeps

Periodically, the school will conduct hall sweeps during selected periods of the day. Students who are picked up during a sweep will remain in a designated area for the remainder of that particular period. They will not be allowed to work on class assignments, talk on cell phones, to each other, or use any electronic device. Instead, students will be provided with reading and/or FCAT assignments to complete. All work missed due to a hall sweep will be the responsibility of the student to make up.

Visitors

Because of legal regulations, students are not permitted to have guests attend school with them at any time.

Adults who wish to visit the school will be directed to the main office for assistance and will be extended courtesies. They must receive a visitors pass at the office.

Any person who willfully fails to register in the main office will be considered a trespasser and will be subject to possible arrest.

Volunteers

Parents/community members are encouraged to participate in our school volunteer program. For information regarding this program, please log on to www.dadeschools.net. All parents wishing to volunteer must register online each year.

Work Permits

Work permits are given to all students who participate in our school work programs. These programs are for students wishing to leave school early to fulfill their job requirements, thus working during the official school hours. The State of Florida does not require any student wishing to work after school hours to obtain a work permit.

Student Services

The Student Services Program in Miami Palmetto Senior High School functions through the cooperation of teachers, counselors, and the administrative staff. Each student is assigned a counselor to whom he or she may go for help when attempting to solve any type of problem.

The purpose of the Student Services Program is threefold:

1. To provide information to students for use in their personal, social, or academic life.
2. To aid students in learning to make wise decisions during their years in school and ultimately, for life.
3. To provide information regarding college choices, vocations, and careers.

Individual and group counseling is offered to all students. A TRUST Counselor will be available for students who wish to see their personal issues more clearly, to assess their individual potential, and to relate to their school, home and community more effectively. Group counseling is offered when there is a need to impart information of a particular nature such as information about vocational opportunities, careers, colleges, technical schools, financial aid, scholarships, the Armed Forces, and the interpretation of test results. Also, group counseling is available for students needing additional psychosocial support.

Abuse

Students who experience any type of physical, sexual, or mental abuse are encouraged to see a counselor immediately. No appointment is necessary. Simply inform the guidance secretary that there is an emergency.

All counselors on staff have received professional training to help students who have been abused.

College Assistance Program

A College Assistance Program advisor is available in the Student Services Office to help students and parents simplify the college application process.

The College Advisor meets with all grade level students through their classes to enumerate the college preparatory steps to be taken for the particular year. The College Advisor speaks with every 12th grade class four times a year and is available for individual conferences upon request.

The College Advisor:

1. Publishes an on-line webpage with scholarship and college information. These are constantly updated and should be viewed often and is set up to update you by phone or computer. The web site is Edmodo.com. The code for scholarships is *5ppbou* and for college information it is *8cbqtd*. Edmodo is available through the portal and web. Hard copies are available upon request from the College Advisor's office.
2. Maintains a listing of summer programs available to underclassmen. See Student Services Secretary for a copy.
3. Maintains up-to-date reference books, scholarship applications, and college applications.
4. Assists students with the completion of admissions applications, scholarship applications, and both students and parents with the completion of financial forms.
5. Assists with College Fair in October and The College Forum in December and May.
6. Hosts a Financial Aid Information Night in January, followed by daily workshops throughout January. Private financial aid sessions can be scheduled by contacting the College Advisor.
7. Conducts workshops for students on the Bright Futures application process.
8. Conducts college information nights for students and parents of all grade levels..

Conference With Counselors

Conferences with counselors may be initiated by students, by parents, by teachers, and by the individual counselor.

A student may easily schedule a conference with his/her counselor by coming to the Student Services Office before school, during lunch, or after school. Students may see a counselor any day during lunch in the main office. Questions concerning testing, scheduling, college applications, etc., can be answered at any time. No appointment is necessary.

Parents who wish to speak to their son's or daughter's counselor may do so by calling (305) 235-1360. If the parent desires a personal conference one may be arranged by telephoning the student services secretary (ext. 2241) and requesting an appointment or email the counselor directly.

Parents should call the school before coming in for a conference. The counselors' day is scheduled ahead. Unplanned conferences mean that students who have been scheduled for the time have to wait, miss valuable class time, or even return to class without having seen the counselor. Less time is wasted for the parent, too, in as much as he/she does not have to wait until the counselor is available. Counselors are also available via email. The address for each counselor is the first initial of their first name and their complete last name @ dadeschools.net.

Entrance Requirements To Technical Schools, Colleges and Universities

Students should start to plan no later than the beginning of grade 9 for the next step in their program toward educational and vocational goals. If the goal includes a technical school, college or university, the student should obtain the entrance requirements for the particular institution, or at least the type of institute (s)he plans to attend in time to take the required courses. Schools have varying entrance requirements and degrees of selectiveness. Applying to more than one then, may be something to consider. Remember, however, that most applications require a fee accompanying them. These fees are usually nonrefundable.

After consulting with parents, a student should discuss plans with the assigned counselor who is available to offer assistance. Eleventh grade students are encouraged to make an appointment with their counselor and College Advisor to explore computerized college selection and application procedures.

Financial Aid For Colleges

Financial aid is available through federal and state agencies. The free application for Federal Student Aid (F.A.F.S.A.) from the College Scholarship Service can be obtained through the College Advisor in January. The contents of these applications will be sent to each college to which you apply. Financial aid is usually awarded by the college as a "package" which will include grants, loans and work. The award letter from the college will tell the student the size of their award.

Scholarship information is constantly updated and shared through the College Advisor's Edmodo page. The scholarships listed are usually targeted to our students and can be based on grades, rank in class, test scores, leadership, community service, special talents, skills or essays. An excellent and free scholarship service is found on the web at www.fastweb.com.

Students who need financial aid should let their counselor and/or College Advisor know at the earliest possible date. Many programs are offered for minority or ethnic groups through the Federal Government. Students should check with counselors and/or College Advisor early in the fall if they are interested in receiving information regarding these programs. After attending an instructional workshop in January, all seniors should apply for the Bright Futures Scholarship.

Students should beware of agencies that offer promises of financial aid. Always check with Student Services before committing money to these agencies.

Overview Of Recommended Steps In The Testing And College Application Process

Freshman Year (9)

Florida Comprehensive Achievement Test (FCAT)
(Required)

PSAT/NMSQT - October
(Required)

Sophomore Year (10)

Florida Comprehensive Achievement Test (FCAT)
(Required)

Florida Writing Assessment Test
(Required)

PSAT/NMSQT
(Required)

Junior Year (11)

PSAT/NMSQT
(Optional; given in October; required for students who wish to qualify as National Merit semi-finalist)

Scholastic Aptitude Test I (SAT I); should be taken in January to establish a base line

American College Test (ACT)
(Should be taken in February for college admissions)

Retest strongest of the two tests (SAT I, ACT) in April. In June, retest SAT I or ACT if needed.

Scholastic Aptitude Test II (SAT II)

(If required by college, take SAT II in May or June)

Senior Year (12)

Every senior should have a copy of "The Junior-Senior College Planning Guide" available from Student Services.

College Applications

(Submit early in fall; contact your counselor/CAP advisor)

Students applying to college requiring a counselor letter of recommendation should submit a senior profile to the counselor 2 weeks prior to submitting the application.

Scholastic Aptitude Test (SAT I) and/or

American College Test (ACT)

(Optional; beginning in October and offered approximately every six weeks; could be taken by seniors for college admissions)

Scholastic Aptitude Test II (SAT II)

(Optional; cannot be taken same day as Scholastic Aptitude Test I)

Procedure For College Applications and Transcripts:

Private and out of state universities: The following items are required by most colleges and universities: application (on-line, on-paper, or common), application fee, transcript, test scores, essay, resume, and recommendations. Check the website of each individual college/university for the specific requirements and deadlines for that school. Transcript requests can only be honored after senior schedules are finalized. These requests must be given to the transcript secretary at least two weeks prior to the deadline. A stamped (2 stamps minimum) addressed envelope, a counselor recommendation form must accompany this request. Senior profile should be given to counselor prior to request. The counselor will mail or upload the completed recommendation and transcript. Allow a minimum of 2 weeks for this process.

State University System: All of the eleven state universities require the following: application, application fee, transcript, and test scores. Some state universities require the following supplemental materials" recommendation, essay, and resume. Student may send their electronic transcripts to state universities only after senior schedules are finalized. Students are encouraged to complete applications on line. Check each college's web site for deadlines.

School Center For Special Instruction

The purpose of S.C.S.I. is to provide a place within the school where students with problems in a variety of areas may go for assistance. These problems could range from academic ones to those related to attitude, social adjustment or discipline.

Students who are having difficulty grasping the academic content of a course or who have been unable to adjust to particular situations will find help in S.C.S.I. Assignment to S.C.S.I. for academic and adjustment reasons is made only by the assistant principal. Recommendations may be made by teachers, counselors, students or parents.

Students are also assigned to the Center for tardies, cutting class, and disruptive behavior. Assignments for disciplinary reasons are made by the assistant principal. Recommendation may be made by teachers, counselors, students, or parents. Students assigned to the Center for disciplinary reasons are satisfactorily absent from class and are responsible for making up work missed while in the Center. Credit will be given for all work satisfactorily completed. Time must be used constructively while in the Center.

Tests Given At Palmetto Senior High School

The school test number is 101623

Preliminary Scholastic Aptitude Test/National Merit Scholastic Qualifying Test (PSAT/NMSQT)

The PSAT is the examination used to qualify for the National Merit Scholarship Program as well as “practice” for the Scholastic Aptitude Test (SAT). Gaining experience as a freshman and a sophomore with the Format of the test is beneficial to students who take the Scholastic Aptitude Test as a junior or senior.

National Merit, National Achievement for black students, and National Hispanic Recognition Program semi-finalists are determined as a result of this test. The semi-finalists then take the SAT no later than November of their senior year to qualify for National Merit Scholarships.

ALMA MATER

NEATH THE GOLDEN SUN NOW SHINING
SEE OUR BANNERS WAVING HIGH.
LIVE AND MAY YOU ALWAYS PROSPER
THROUGH THE YEARS AS THEY PASS BY.
WITH YOUR MIGHTY SPIRIT STRIVING,
SYMBOL OF OUR BLUE AND WHITE.
ALMA MATER, STAND FOREVER,
HAIL TO THEE, PALMETTO HIGH.

BELIEFS

At Miami Palmetto Senior High School, we believe the following:

Our students can learn, achieve, and succeed.

When high standards are an everyday part of the school environment, students learn to put forth more effort and achievement improves.

When a positive school environment exists, students' academic attitude and ability to achieve improve.

Teachers will provide a challenging and interactive curriculum.

Students should take responsibility and ownership for their learning.

A faculty committed to professional growth, educational innovation, and technological advancement enhances teaching and learning.

The school community is entitled to and responsible for a safe, clean environment conducive to teaching and learning.

Collaboration with the extended school community will enhance the total educational experience.

The school community shares responsibility for ensuring a fair and consistent educational environment.

Students develop integrity and fairness through respect for all people.

Stakeholders will develop practices that promote good health for the people and the planet.

MISSION STATEMENT

We demonstrate academic excellence, personal integrity, civic responsibility, and global awareness.

OUR VISION



VIS PER SCIENTIAM
(Strength through Knowledge)

OUR CORE VALUES

Honesty, Cooperation, Integrity, Kindness,
Fairness, Responsibility, Respect, Citizenship,
& Pursuit of Excellence

ANTI-BULLYING POLICY

Bullying means systematically and chronically inflicting physical hurt or psychological distress by way of written, verbal, or physical behavior, including threatening, insulting or dehumanizing gesture, by a student or adult.

Bullying may involve but is not limited to:

- Teasing
- Social Exclusion
- Threats
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual or religious harassment
- Public humiliation
- Destruction of property

If a student is being bullied, there is help! Visit the main office and complete the “Bullying and Harrassment Anonymous Reporting Form.” Place your completed form in the reporting box outside the treasurer’s office in the main entrance of our school.

Reports can also be made directly to a trusted staff member and/or administrator. In addition, you can always call (305)995-CARE. This is an ANONYMOUS TIP HOTLINE!

Finally, you can complete an anonymous reporting form online at <http://besafe.dadeschools.net>