

Parent-Student Handbook 2023-2024



“Home of the Bulldogs”

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City of Hialeah Educational Academy Staff

To contact the following staff, please call (305) 362-4006 or via the email shown below:

Principal

Carlos O. Alvarez

calvarez@coheaedu.com

Assistant Principal

Graciela Carbajosa

gcarbajosa@coheaedu.com

Assistant Principal

Kristine Gonzalez

kigonzalez@coheaedu.com

Assistant Principal

Nelson Pena

npena@coheaedu.com

Lead Teacher

Marilyn Orta

morta@coheaedu.com

Instructional Coach for Reading

Amy Simpson

asimpson@coheaedu.com

SPED Program Specialist

Denise Diaz

ddiaz@coheaedu.com

Trust Specialist, C.A.P. Advisor,
Counselor (11th and 12th Grade)

Anisa Almeida

aalmeida@coheaedu.com

Counselor (6th – 8th Grade)

Holley Basham

hbasham@coheaedu.com

Counselor (9th and 10th grade)

Accounting Director, HR Manager, Cafeteria Manager

Leslie Rovirosa

lrovirosa@coheaedu.com

Executive Assistant and Grant Director

Lianette M. Guasch

Ldieguez@coheaedu.com

Athletic Director

Victoria Merino

vmerino@coheaedu.com

Activities Director

Jenny Williams

jwilliams@coheaedu.com

Attendance Manager

Edith Garcia

egarcia@coheaedu.com

Director of Student Admissions

Anisleydis Gonzalez

agonzalez@coheaedu.com

Title I Compliance, C.I.S. and EESAC Chair
Martha Morales
mmorales@cohe.edu



COHEA
CAREER & COLLEGIATE ACADEMY
FOUNDER OF THE CIVICA NETWORK



Dear Parents:

Welcome to the COHEA Career & Collegiate Academy where students are privileged to have new and exciting opportunities in the areas of Criminal Justice, First Responder and Firefighting. We are extremely excited to be the first high school to offer the academies of Law Studies, Mass Communications, and Collegiate Studies. The knowledge and experiences they will gain through the Academy are second to none. We are committed to preparing our students for a successful transition into post-secondary education through a dynamic career-oriented curriculum. It is our mission to establish an environment that strives for academic achievement, character development and public service within our community.

Parents, I truly want to make every effort to involve you in the process of educating your child. Research shows that when parents actively participate in their child's education, student achievement and attitude improve. Our students need parental guidance and school support as they face the challenges and stresses of today's society. As Principal, it is my objective to support our students and their families in our common educational goal. I invite you to play an active role in all facets of this Educational Academy—together we can make a difference.

I am pleased to present the COHEA Career & Collegiate Academy's Parent-Student Handbook for 2023-2024. Please take time to review its contents and discuss it with your child. If you have any questions, please do not hesitate to contact me.

Best wishes for a successful and rewarding school year!

Carlos O. Alvarez
Principal
COHEA

Vision

The vision of City of Hialeah Educational Academy is to provide a high quality, rigorous career-oriented curriculum that will prepare students for successful progression into post-secondary education and productive employment within a multilingual work environment.

Mission Statement

City of Hialeah Educational Academy is committed to setting an environment that strives for academic achievement, develops character and maintains the goal of preparing students to serve and give back to their community in the field of public service.

School Calendar 2023-2024



CALENDAR 2023 - 2024

JULY					AUGUST					SEPTEMBER					OCTOBER				
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
3	4	5	6	7	1	2	3	4						1 _B	2 _A	3 _B	4 _A	5 _B	6 _A
10	11	12	13	14	7	8	9	10	11	4	5 _A	6 _B	7 _A	8 _B	9 _B	10 _A	11 _B	12 _A	13 _B
17	18	19	20	21	14	15	16	17 _A	18 _B	11 _A	12 _B	13 _A	14 _B	15 _A	16 _A	17 _B	18 _A	19 _B	20 _A
24	25	26	27	28	21 _A	22 _B	23 _A	24 _B	25 _A	18 _B	19 _A	20 _B	21 _A	22 _B	23 _B	24 _A	25 _B	26 _A	27 _B
31					28 _B	29 _A	30 _B	31 _A		25	26 _A	27 _B	28 _A	29 _B	30 _B	31 _A			

NOVEMBER					DECEMBER					JANUARY					FEBRUARY						
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr		
			1 _B	2 _A	3 _B					1 _B	1	2	3	4	5					1 _A	2 _B
6 _A	7 _B	8 _A	9 _B	10 _A	4 _A	5 _B	6 _A	7 _B	8 _A	8	9	10	11	12 _A	5 _A	6 _B	7 _A	8 _B	9 _A		
13 _A	14 _B	15 _A	16 _B	17 _A	11 _B	12 _A	13 _B	14 _A	15 _B	15	16 _B	17 _A	18 _B	19 _A	12 _B	13 _A	14 _B	15 _A	16 _B		
20	21	22	23	24	18 _A	19 _B	20 _A	21 _B	22 _A	22 _A	23 _B	24 _A	25 _B	26 _A	19 _B	20 _A	21 _B	22 _A	23 _B		
27 _B	28 _A	29 _B	30 _A		25	26	27	28	29	29 _B	30 _A	31 _B			26 _A	27 _B	28 _A	29 _B			

MARCH					APRIL					MAY					JUNE								
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr				
				1 _A	1 _B	2 _A	3 _B	4 _A	5 _B					1	2	3	4	5	3 _A	4 _B	5 _A	6 _B	7 _A
4 _B	5 _A	6 _B	7 _A	8 _B	8 _A	9 _B	10 _A	11 _B	12 _A	6 _B	7 _A	8 _B	9 _A	10 _B	10	11	12	13	14				
11 _A	12 _B	13 _A	14 _B	15 _A	15 _A	16 _B	17 _A	18 _B	19 _A	13 _A	14 _B	15 _A	16 _B	17 _A	17	18	19	20	21				
18 _B	19 _A	20 _B	21 _A	22 _B	22 _B	23 _A	24 _B	25 _A	26 _B	20 _B	21 _A	22 _B	23 _A	24 _B	24	25	26	27	28				
25	26	27	28	29	29 _A	30 _B				27	28 _B	29 _A	30 _B	31 _A									

- Recess Day
- Beg./End Grading Period
- Legal Holiday
- New Teachers Report
- Early Release Day
- Teacher Planning Day (Opt)
- All Teachers Report
- Teacher Planning Day (Non-Opt)
- Day: 1, 3, 5, 7
- Day: 2, 4, 6, 8

www.coheaedu.com Phone: (305) 362-4006
 2590 W 76 St. Hialeah, FL 33016 Fax: (305) 362-7006



Governing Board Regular Meeting

Meeting Date	Meeting Time	Meeting Location
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August 23, 2023	6:30 PM	501 Palm Ave. Hialeah
November 28, 2023	6:30 PM	501 Palm Ave. Hialeah
February 27, 2024	6:30 PM	501 Palm Ave. Hialeah
April 23, 2024	6:30 PM	501 Palm Ave. Hialeah
May 28, 2024	6:30 PM	501 Palm Ave. Hialeah
October 22, 2024	6:30 PM	501 Palm Ave. Hialeah
December 10, 2024	6:30 PM	501 Palm Ave. Hialeah

Student Enrollment/Lottery

Students will be admitted to **City of Hialeah Educational Academy (COHEA)** regardless of race, gender, religion or ethnic origin and our admission and dismissal procedures will be equitable for all students. All “**CIVICA Inc.**” schools will implement the following enrollment/lottery policy:

1. Effective immediately, **City of Hialeah Educational Academy (COHEA)** will set and advertise a registration / lottery date.
2. The following groups of students will not have to participate in the lottery and will gain automatic admission/re-admission assuming they complete the “Intent to Return” form prior to the lottery date.
 - i. Current students enrolled at **COHEA**
 - ii. Siblings of enrolled or accepted students at **COHEA**
 - iii. Children of teachers at **COHEA**
 - iv. Children of governing board members, however, for Federal Grant Recipient Schools, preference will only be given to children of founding board members of the grant recipient school, **COHEA**, while the school is in the grant period. Any governing board members which are nominated and/or elected to the governing board after the founding of the school shall not be eligible for any enrollment preference while the school is in the grant period.
 - v. Children of an active-duty member of any branch of the United States Armed Forces. *(Not applicable to Federal Grant Recipient Schools)*

For Federal Grant Recipient Schools, sibling and children of teacher exemptions only apply to children of the grant recipient school. An exemption cannot be granted if the child does not have a sibling in the Federal Grant Recipient School and/or the teacher is not employed at the Federal Grant Recipient School.

3. If the number of applicants is less than or equal to the number of available slots each qualified applicant will be accepted and enrolled.
4. If the number of applicants meeting the established criteria of the charter exceeds the stated capacity of the school, or individual classroom or program, each child will be placed in a random lottery (the “Lottery”).
5. Each application will be given a number, and all numbers for each classroom/program will be placed in a database. Numbers will be drawn on a random basis and all slots available per grade will be filled based on the rank order of their drawing. The remaining numbers will be used to create the waiting list (the list will be developed based on the rank order in which the remaining assigned lottery numbers are randomly drawn).
6. There will be at least one school administrator plus a member of the board and/or a representative from an independent auditing firm present at the Lottery.
7. After the Lottery is completed, students will be contacted in the rank order in which names were randomly drawn and established on the waiting list.

8. As openings arise throughout the year, the next child on the waiting list for that class will be offered the “space”. If the school accepts applications during the school year and already has a waiting list from a previous lottery, the school may either re-draw all names to date (less those accepted/withdrawn/removed by request) or conduct periodic subsequent lotteries and add the names in the rank order drawn to the initial list created via a random lottery.
9. The parent has 48 hours to accept/refuse the space and complete all required documentation for admission into program. If the parent is not able to do so, the space will go to the next child on the waiting list. Applicant names for parents who do not respond within 48 hours or who do not accept the available space will be removed from the list and requested to reapply in the future if they would like to be considered at a later date.
10. If there are more spaces than applications, the school may accept all students after the registration period has ended. If the school continues to accept applications after the initial registration period, the school will:
 - A) Conduct subsequent registration periods with advertised due dates and determine whether a lottery is necessary at the end of that period; or,
 - B) Conduct a “rolling” registration weekly. At the end of each week, determine whether a lottery is necessary.
 1. If the school receives more applications that week than the available seats, the school will:
 - a) Conduct a lottery;
 - b) Notify families that received available spaces, and
 - c) Put remaining applications on a waiting list in the rank order their numbers are randomly drawn OR let families know they will be included in the next lottery when spaces become available.
 2. If no lottery is necessary at the end of the week because the school has more space than applications received, all applicants may be accepted.
 3. Repeat steps a and b above at the end of each week or as long as the school continues to accept applications for each school year.
11. The school may choose the option of maintaining a waiting list application pool rather than a rank ordered waiting list. When the school chooses this option, it will conduct the lottery from all available applications received to date and stop when all available spaces have been filled. Each time the school has available space, it will conduct a new lottery.

School Hours:

7:00am -3:00pm

School Bell Schedule:



2023-2024 Bell Schedule

Early Release

Period 1/2

7:45AM - 9:10AM
7:45AM - 8:45AM

Period 3/4

9:15AM - 10:40AM
8:50AM - 9:50AM

Period 5/6

10:45AM - 1:00PM
9:55AM - 10:55AM

Period 7/8

1:05PM - 2:30PM
11:00AM - 12:00PM

Lunch Schedule

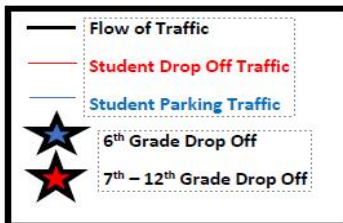
1st- 10:45AM - 11:15AM
2nd- 11:20AM - 11:50AM
3rd- 11:55AM - 12:25PM
4th- 12:30PM - 1:00PM

A Days - 1, 3, 5, 7
B Days - 2, 4, 6, 8

"Unleash The Bulldog Spirit!"

Arrival and Dismissal Policy

COHEA ARRIVAL PROCEDURES



Arrival Procedure Details:

- Parents and students will enter from the Rec Parking Lot West Entrance
- Drop off Traffic will travel along the closest to the park
- Student Parking Traffic will travel along the lane closest to W 74th Avenue
- 6th Grade Students are to be dropped off in front of the tennis courts
- All other students will be dropped off in front of the Recreation Center
- All cars will only be allowed to exit East to 26th Avenue when exiting the drop off area

COHEA DISMISSAL PROCEDURES



Arrival Procedure Details

- Parents and students will enter from the Rec Parking Lot West Entrance
 Student Pick-Up Traffic will travel along the lane closest to the park
 Student Exit Traffic will travel along the lane closest to W 74th Avenue
 6th Grade Students are to be Picked up in front of the tennis courts
 All other students will be picked up in front of the Recreation Center
 All cars will only be allowed to exit East to 26th Avenue when exiting the drop off area
 Parents are not allowed to pick-up students on 76th Street

Attendance Policy

Absences will be marked as **unexcused until the student submits an Absent Notification Form (A.N.F.) to the Attendance Manager, Edith Garcia, within 3 days of his/her return to school.**

The note should include the following information:

1. Student name, ID number and grade
2. Date(s) in which the student was absent from school.
3. Reason for absence (please reference the list below for acceptable absentee excuses).
4. Parent's name and signature
5. Parent contact number for verification purposes

Absences will ONLY be excused for the following reasons:

1. **Student** illness (Only 10 Parent Notes will be accepted)
2. Medical Appointment (must present doctor's note showing date and time of appointment)
3. Death in the immediate family (must provide a copy of death certificate)
4. Observance of a religious holiday or service recognized by Miami Dade County Public Schools
5. Official summons to appear in court or immigration appointment (documentation of these must be provided)
6. School sponsored events or activities previously approved by administrators.
7. Other individual student absences beyond the control of the parent or student must be approved by the principal or assistant principal. Transportation issues and parent/sibling illness will **NOT** be excused.

- **Pre-approved absences:** In the event you know your child will be absent for several days, you need to request a "Pre-approved Absence Form" from the front office, which is to be completed and submitted for approval no less than 10 school days prior to the expected absences. **FAMILY VACATIONS WILL NOT BE EXCUSED.**
- **Make-up work,** tests, or projects will not be given to students for the day(s) missed until absences are excused. Upon returning to school students should obtain an "Admission to Class" (ADMIT) slip, which must be submitted to their teacher(s). The admittance slip must be signed within 48 hours of being received from the main office. If the student fails to follow these procedures, he/she will receive a grade of "F" on all missed work.
 - o Teachers will designate a reasonable amount of time in which make-up work can be completed.
- If a student is continually sick and repeatedly absent from school, documentation showing that he or she is under the supervision of a physician must be submitted to the main office in order to be excused. **Students accumulating ten (10) or more absences in an annual course, or five (5) or more absences in a semester course, DUE TO ILLNESS, are required to have a note from a physician on file at the school in order to receive an excused absence thereafter.**
- Students accumulating ten (10) or more absences in an annual course, or five (5) or more absences in a semester course, will be subject to the withholding of passing final grade(s) pending a student/parent requested administrative screening and/or review of all absences by the attendance review committee. **Students with 15 or more unexcused absences in a 90 calendar day period are subject to having a complaint of truancy filed with the Department of Juvenile Justice and legal action will be taken to insure regular attendance.**

As per Miami Dade County Public Schools policy for attendance, A student who has 20 or more cumulative tardies or 10 unexcused absences will not be allowed to participate in interscholastic

competitions, activities (field trips, school dances, etc.), performances or participate in any school sports for the remainder of the school year.

Early Dismissal Procedures

EARLY DISMISSAL

1. Parents/guardians or any other adult (18 or older) who is listed in the **Emergency Contact Card** must come to the Attendance Office or Reception area in order to request an early dismissal.
2. **Picture identification** must be presented and validated using the information on the **Emergency Contact Card** in order for student to be released. **Students will not be dismissed out of school to any person NOT listed on the emergency contact card.**
3. **A doctor's note** will be required for make-up work to be given as a result of an early dismissal.
4. After the 5th dismissal a medical note from a Physician is required.
5. **If a student must be taken out of school early on a regular basis** a parent conference must be arranged with an administrator so as to discuss reason for early dismissals in advance. Supporting documentation must be submitted during conference.
6. **STUDENTS WILL NOT BE RELEASED** for early dismissal after 2:00 p.m., **NO EXCEPTIONS!**

School attendance is of the utmost importance. Students who are released early from school on a regular basis can miss important classroom time and assignments that may negatively affect their class grade. In an effort to prevent students from accumulating an unnecessary amount of early release dismissals COHEA will implement the following disciplinary measures for excessive early release dismissals:

DISCIPLINARY ACTION FOR EXCESSIVE EARLY DISMISSALS

1. **5 Early Dismissals** – Parent Contact
2. **7 Early Dismissals** – Parent Contact by Attendance Team
3. **10 Early Dismissals** – Referral to Student Services and Loss of Privileges
4. **11+ Early Dismissals** – Referral to Administration

SCHOOL BOARD POLICY STATES THAT STUDENTS WILL ONLY BE RELEASED TO AN ADULT LISTED ON THE EMERGENCY CONTACT CARD. A PICTURE ID MUST BE SHOWN. A PARENT OR GUARDIAN MUST COME IN PERSON IN ORDER TO ADD NAMES TO THE EMERGENCY CARD. IT IS THE RESPONSIBILITY OF THE PARENT TO MAINTAIN THE EMERGENCY CONTACT CARD INFORMATION UPDATED. A NOTE SENT WITH A STUDENT, A FAX, and OR A PHONE CALL FROM A PARENT WILL NOT BE ACCEPTED FOR UPDATING THE EMERGENCY CONTACT CARD INFORMATION. NO EXCEPTIONS!

Consequences for Unexcused Absences

- 4+ Unexcused Absences by the end of the 1st grading period – AfterSchool Detention and parent conference
- 5+ or more Unexcused absences by the end of the 2nd grading period –Saturday detention, Student and parent conference; parent contact & subject to Attendance Review Committee Hearing.
- 11 or more Unexcused absences by the end of the 3rd grading period –IIS, Student and parent conference; subject to Attendance Review Committee Hearing & loss of privileges, final grades may be withhelduntil attendance issue is resolved.
- 15 or more unexcused absences within a 90-day calendar period – IIS;Student and parent conference; Parent/Guardian and student must attend conference with the Attendance Review Committee where a Truancy Packet may be completed and case may be referred to the Department of Juvenile Justice and legal action; Final grades may be withheld until attendance issue is resolved.

Absences will be marked as **unexcused until the student submits an Absent Notification Form to the attendance office within 3 days ofhis/her return to school.**

Absences will ONLY be excused for the following reasons:

1. **Student** illness (Only 10 Parent Notes will be accepted)
2. Medical Appointment (must present doctor's note showing date and time of appointment)
3. Death in the immediate family (must provide a copy of death certificate)
4. Observance of a religious holiday or service recognized by Miami Dade CountyPublic Schools
5. Official summons to appear in court or immigration appointment (documentationof these must be provided)
6. School sponsored events or activities previously approved by administrators.
7. Other individual student absences beyond the control of the parent or student mustbe approved by the principal or assistant principal. Transportation issues and parent/sibling illness will **NOT** be excused.

Procedures for Tardies

- Students arriving after 7:45 A.M will report to the front counter in the main office andbe processed by the Attendance Coordinator.
- For a tardy to be excused a parent must report to the front counter with their child atthe time of the tardy or the student can submit a note from a doctor.
- After being processed the student will be issued a pass indicating if the tardy isExcused or Unexcused, date and arrival time.
- Teachers require a tardy pass for late students and will not accept students intotheir classrooms unless the pass is submitted upon arrival to class.
- Parent notes will not be accepted for tardies as of the 2018-2019 school year.
- If a student acquires an excessive amount of tardies as deemed by the attendancecoordinator and/or administration, parent contact will be made, and student maybe subject to disciplinary action as outlined below.

CONSEQUENCES FOR UNEXCUSED TARDIES

- **1 – 9 Unexcused Tardies** – 1st Warning
- **10 – Unexcused Tardies** – After School Detention & Parent Contact
- **11 - 14 Unexcused Tardies** – 2nd Warning
- **15 - Unexcused Tardies** - Saturday Detention & Parent Contact
- **16 – 19 – Unexcused Tardies** - Final Warning & Parent Conference
- **20+ Unexcused Tardies** – IIS, Attendance Probation Letter & loss of privileges

CONSEQUENCES FOR EXCUSED TARDIES

If student accumulates 5 or more excused tardies, as mandated in the school's Code of Conduct, City of Hialeah Educational Academy will be adding Unexcused Tardies to the student record which as they accumulate will result in Administration Consequences. In order to prevent further Administration Consequences, please ensure that your child attends school on time. Further tardies could be detrimental to your child's education, given that they will be missing vital information and fall back on assignments.

- **5 Excused Tardies** – Student will receive 3 unexcused tardies
- **10 Excused Tardies** – Student will receive 3 unexcused tardies
- **15 Excused Tardies** – Student will receive 4 unexcused tardies
- **20 Excused Tardies** – Student will receive 5 unexcused tardies
- **25 Excused Tardies** – Student will receive 5 unexcused tardies
- **30 Excused Tardies** – Student will receive 5 unexcused tardies

As per Miami Dade County Public Schools policy for attendance, A student who has 20 or more cumulative tardies or 10 unexcused absences will not be allowed to participate in interscholastic competitions, activities (field trips, school dances, etc.), performances or participate in any school sports for the remainder of the school year.

TEACHERS WILL FOLLOW THE FOLLOWING TARDY TO SCHOOL POLICY for each 9 weeks grading period:

1. **5 Tardies** - Parent Contact.
2. **7 or more tardies** – 2nd Parent Contact.
3. **10 or more Tardies** – Referral to school counselor who will arrange a meeting with parents.
4. **15 or more Tardies** - Referral to administration and meeting with parent/guardian.

Appropriate disciplinary measures will be taken to prevent future tardies (After School Detention, Saturday Detention, IIS). Referrals may appear on student's permanent record.

Teachers will not allow late students into their class without a tardy pass.

Grading Policy

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Grades

Teachers use such evaluative devices and techniques as may be needed to report individual achievement in relation to school goals, acceptable norms, and pupil potential. Student grades, unsatisfactory work notices, reports on state assessments and/or other standardized testing, parent conferences, and adult pupil conferences should serve as the primary means of communicating student progress and achievement of the standards.

A student's academic grade reflects the teacher's most objective assessment of the student's academic achievement. Students have the right to receive a conduct grade consistent with their behavior in each class. Teachers throughout the District use an electronic grade book to report student grades and attendance. Parents may view their child's grades and attendance through the Parent Portal which is accessible at www.dadeschools.net. It is incumbent upon parents to review student's grades and attendance on a weekly basis so that appropriate steps may be enacted when performance issues arise. Specific guidelines for grading student performance and for reporting student progress follows.

Academic Grades - Academic grades reflect a student's academic progress. Each grade is intended to provide students and parents with a clear indication of each student's academic performance as compared to norms. Students receive academic grades of A, B, C, D, or F unrelated to the student's effort and conduct. Grades in all subjects are based on the student's degree of mastery of the instructional objectives for the course. The determination of the specific grade a student receives is based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period.

Conduct Grades - Conduct grades designated by the letters A, B, C, D, or F are used to communicate, clearly, both to students and their parents the teacher's evaluation of the student's behavior. These grades are independent of academic and effort grades. The conduct grade is consistent with the student's overall behavior in class and is not based on a single criterion.

Effort Grades - Effort grades designated by the numbers 1-3 are utilized to convey both to students and their parents the teacher's evaluation of the student's effort as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student's potential, study habits, and attitude.

Home Learning Policy

Homework assignments will always be posted on the white board and showcased on the class website. It is the student's responsibility to write it down or check the class Google Classroom.

Make-up Policy

Make-up work, tests, or projects will not be given to students for the day(s) missed until absences are excused. Upon returning to school students should obtain an "Admission to Class" (ADMIT) slip, which must be submitted to their teacher(s). The admittance slip must be signed within 48 hours of being received from the main office. If the student fails to follow these procedures, he/she will receive a grade of "F" on all missed work.

- o Teachers will designate a reasonable amount of time in which make-up work can be completed.

Interim Report/Report Card Distribution Dates

<u><i>Progress Report</i></u>	1 st Nine Weeks	2 nd Nine Weeks	3 rd Nine Weeks	4 th Nine Weeks
Update Grades for the Progress Report	9/20/23	11/29/23	02/21/24	05/08/24
Distribution of Progress Report	9/22/23	12/1/23	02/23/24	05/10/24

<u><i>Parent-Teacher Conference</i></u>	1 st Nine Weeks	2 nd Nine Weeks	3 rd Nine Weeks	4 th Nine Weeks
	9/27/23	12/06/23	02/28/24	05/15/24

<u><i>Failure Notices Distribution</i></u>	1 st Nine Weeks	2 nd Nine Weeks	3 rd Nine Weeks	4 th Nine Weeks
	10/13/23	12/22/23	03/15/24	05/24/24

<u><i>Report Card</i></u>	1 st Nine Weeks	2 nd Nine Weeks	3 rd Nine Weeks	4 th Nine Weeks
Update Grades for the Report Card	10/25/23	01/17/24	04/05/24	06/05/24
Distribution of Report Card	11/03/23	01/26/24	04/21/24	Mail or Pick Up

*The dates above have been updated as of 07/26/2023. The dates above are subject to change based on the guidance of Miami Dade County Public Schools.

Advanced Placement

The Advanced Placement program offered by the College Board is an opportunity for students to earn up to one year of college credit in certain subject areas.

- To receive college credit, students must pass the College Board examination in the given subject area at the end of the school year.
- The final decision regarding college credit and/or placement is made by individual colleges.
- Students scheduled into an AP course must remain in the course and take the AP exam unless authorized by the teacher and administration.

Dual Enrollment

Dual enrollment is the process by which an eligible secondary student is enrolled in a postsecondary technical center or a college or university course, and credit earned applies toward both a high school diploma and a college degree or postsecondary career and technical certificate.

- A full-time, eligible student may enroll in part or full-time dual enrollment only at Doral College and Miami Dade College with approval from the school counselor and principal.
 - The school district assumes the cost for all approved dual enrollment courses, textbooks, and course materials.
- Students are limited to six (6) credit hours in the fall, spring, and summer terms, not to exceed 18 credit hours per academic year. *Only Early Admission students are allowed to enroll in more than 6 credits per semester.
- It is the student's responsibility to submit all the required paperwork for dual enrollment before the university's deadline each term.
- A student may use the credits earned in a university course to meet high school graduation requirements and university degree requirements. Only courses identified on the State Department of Education master list of approved courses will receive dual credit.
- A student must have an overall minimum unweighted state grade point average (GPA) of 3.0 and meet the required score on the SAT, ACT, Accuplacer or PERT, as defined by the college to be enrolled in a dual enrollment course as a part-time student.
- A student who earns a grade less than a C+ in a dual enrollment course may not repeat the course or continue in the dual enrollment program.
- All textbooks and course materials must be returned to the school counselor no more than five (5) days after the term ends.
- The student is responsible for providing a college transcript to the school counselor and/or registrar after the conclusion of each college semester for incorporation into the student's permanent record.

Graduation Requirements

Students entering high school may select from four options to earn a standard high school diploma. The required credits may be earned through equivalent, applied, or integrated courses or career education courses. These graduation paths include opportunities to enroll in rigorous courses designed to prepare students for their future academic and career goals.

The State's high school graduation requirements, including requirements for students with disabilities, are specified in these sections of Florida Statutes:

- Requirements for a standard high school diploma, Section 1003.4282, Florida Statutes.

Beginning with students entering grade 9 school year, receipt of a standard high school diploma requires:

- Successful completion of 24 credits
- Earning a cumulative grade point average (GPA) of 2.0 on a 4.0 scale; and
- Attaining passing scores on required statewide, standardized assessments or concordant scores, as applicable.

The required credits may be earned through equivalent, applied, or integrated courses or career education courses as defined in Section 1003.01(4), Florida Statutes.

Dress Code Policy and Procedures

The appearance of the COHEA Career & Collegiate Academy family is of paramount importance to us as we believe that pride in our appearance is fundamental to good character development and success.

The following is the uniform policy that is endorsed by the school.

Please Note: Students are required to follow this policy. Students who are not wearing the correct uniform will be suspended indoors until they are in compliance with the following code. Repeat violators may be subject to outdoor suspension(s).

1. **Middle School:** All students are required to wear straight cut, full length Khaki or Navy Blue pants with COHEA initials on the rear pocket. These pants can be purchased at the following location:

All Uniform Wear 3150
West 76th Street
Hialeah Gardens, Florida 33018

High School: All students are required to wear straight cut, full length Khaki or Navy Blue pants.

All Students: Pants may not have cargo pockets, unusual tailoring and/or labels, may not be manufactured from jean material and must be fitted to the student correctly. Pants that are too big or too tight for the student are not acceptable and will be deemed in violation of the uniform code. Shorts and Skirts are not allowed.

2. Belts must be worn at all times; these belts must be plain, black or brown leather belts and fastened securely at waist level. Pants must be worn at waist level. Loose or low pants will not be tolerated.
3. **Middle School:** Student shirts must be white or steel grey oxford shirts (short or long sleeved) bearing the City of Hialeah Educational logo.

High School: Student may wear white, navy, or red oxford shirts (short or long sleeved) bearing the City of Hialeah Educational logo.

No other shirt colors or styles are permitted.

Weekly Uniform Schedule

Day of Week	Shirt	Pants
Monday	Oxford or COHEA Approved Polo	Khaki or Navy Blue Pants
Tuesday	Oxford or COHEA Approved Polo	Khaki or Navy Blue Pants
Wednesday	Oxford or COHEA Approved Polo	Khaki or Navy Blue Pants
Thursday	Oxford or COHEA Approved Polo	Khaki or Navy Blue Pants
Friday	Oxford, COHEA Approved Polo or Spirit Shirt (Can only be worn with Jeans)	Khaki or Navy Blue Pants Jeans (Jean Day ticket must be purchased)

4. All shirts must be correctly tucked into pants at all times and secured in place with the belt. A maximum of one (1) button may be left unfastened at the top of any shirt. If ties are worn with oxford shirts, all buttons must be fastened.
5. During cooler weather, navy blue sweaters may be purchased at COHEA. Varieties of sweaters have been selected and bear the school logo. Those are the only sweaters that may be worn. Hooded sweatshirts bearing the school logo will be sold at the school. Hooded sweatshirts and other hooded tops are not permitted and will be confiscated.
6. Long sleeve, white undershirts with no graphics of any kind can be worn under the school required uniform to get protection from cooler weather and cold classrooms.
7. During Rainy Days, you must have your rain gear with you at all times (ponchos or mini umbrella).
8. Shoes must be closed, solid black or brown shoes. Matching laces must be worn and fastened tightly at all times. No other colors or stripes/logos may be on the shoes.
9. Socks must be plain White or Khaki and are to be worn at mid-ankle length.
10. Jewelry is limited to one (1) watch, one (1) ring, and one (1) small chain. Chains must be worn inside of shirts. No other visible pierced jewelry is allowed.
11. All uniforms must be clean and pressed at all times; regular grooming of hair, skin and fingernails is expected at all times.
12. Hair must not be dyed with unnatural colors, worn unusually, or maintained in an unacceptable condition. No Braids, Mohawks, or Dreadlocks are permitted. The administrative team will send students home whose hair is longer than the required length and/or kept in an unacceptable fashion.
13. All headgear (hats, scarves, bandanas, scullies, etc.) is forbidden on school property.
14. No buttons, tags, or labels may be worn on the school uniform unless approved by the administration.
15. Jean Day participants may wear:
 - Blue Jeans (No holes or rips/Leggings may not be worn underneath jeans)
 - Spirit shirt, uniform polo or oxford shirt.
 - Any closed toe shoes (No Crocs or Sandals)
 - School Jacket (Any other jacket will be confiscated)
16. Those who choose not to participate in Jean Day will wear regular school uniform or school polo with uniform pants.
17. Athletes may wear a jersey or team shirt on game day with regular uniform pants.

In addition to the above, students may not:

- Wear make-up other than clear lip gloss and light powder. Make up that is found to be in students' possession in school will be confiscated.
- Wear dark nail polish – only light pastel colors are acceptable
- No other visible body piercing or tattoos are allowed.
- Wear headscarves.
- No shaved lines or designs on your hair or eyebrows.
- No possession of chewing gum is authorized

Please Note: Students will not be permitted to conceal any piercings that are in violation of the school's uniform policy with anything other than a plastic piercing retainer.

***BLACK AND BROWN ARE DESIGNATED SHOE COLORS ONLY**

Student ID and Procedures

1. All students must have an ID with their photo, ID number, National Suicide and Crisis Lifeline, and Miami-Dade helpline.
2. The student ID is part of the uniform policy and not having the student ID on a lanyard and visible will lead to a uniform violation.
3. All students must wear the student ID on a school issued lanyard around their neck when entering school and throughout the school day Monday-Friday.
4. Student ID's will be used for lunch in addition to putting in your lunch code.
5. If a student does not have their ID they must receive a pass from the office/security/administrator to excuse them until they purchase a new ID. A uniform violation will be given.
6. To purchase a new ID the student will have to scan the QR code posted around the school to submit a form for a new ID. Once the form is submitted the student will be called down to the office to pay for and receive new ID.
7. Cost for an ID is \$5 per ID. Cost for lanyard is \$5 per lanyard. The cost for both together is \$7.

Consequences for Dress Code Violation

1st – 3rd offense- **Warning, parent contact**

4th – 5th offense- Parent contact, **60 minute detention issued**

6th offense- Parent contact, letter sent home, **1st Saturday Detention** 7th

offense- Parent contact, letter sent home, **2nd Saturday Detention** 8th offense-
Parent contact, letter sent home, **IIS**

9th or more offenses- **Subject to disciplinary hearing**

Honor Code

We believe that a safe, character development change learning environment is of utmost importance. When children behave in a respectful, honorable, and responsible manner, they learn more and develop into responsible adults whose “character counts.”

The City of Hialeah Educational Academy Honor Code is a school-wide plan that clearly outlines student expectations. Model student behavior is recognized and consequences are given for not adhering to the Honor Code. **As a Miami-Dade County Public Charter School, the City of Hialeah Educational Academy uses the Code of Student Conduct published and distributed by the Miami- Dade County Public School Board. In order to ensure a safe and orderly learning environment, COHEA is enforcing stricter standards for its students.**

Please note :

All students enrolled City of Hialeah Educational Academy are students of Miami Dade County Public Schools, subject to all applicable policies and entitled to same rights.

Each parent must play an active role in supporting this plan. We want our children to learn to be responsible citizens in our community. It is in the children’s best interest that parents and staff work together to ensure a safe and productive learning experience where all students can maximize their potential.

The City of Hialeah Educational Academy Honor Code requires students to be honest, kind, respectful, patient, proud, and courteous. COHEA encourages children to believe that mistakes may occur, and what is most important is that we learn from mistakes and commit not to repeat those errors.

If a student does not follow our "Honor Code," the consequences are as follows: Classroom

Consequences:

- 1st Consequence** - VERBAL WARNING **2nd Consequence** - PARENT CONTACT **3rd Consequence** - DETENTION
4th Consequence - REFERRAL TO ADMINISTRATION

Administrative Consequences:

- 1st Consequence** - Student is sent to the principal's office with a referral notice and the parent is notified. Dependent on the incident- reprimand, detention, work detail, physical training, indoor suspension, and outdoor suspension will be considered as acceptable forms of punishment.
2nd – 4th Consequence(s) – IIS
5th Consequence– IIS and placed on a Behavioral Contract
6th Consequence- Subject to disciplinary hearing

A severe clause can be enacted automatically when the student performs one of the violations listed below.

Severe Clause Violations - Fighting, Use or involvement of Drugs and/or Weapons, Use of Profanity, Defiance of School Personnel, Assault upon a Staff Member, Continuous Disruptive Behavior. The Parent/guardian will be called to pick up the student. Any infraction within the Severe Clause will result in an immediate 7-10 day outdoor suspension.

Bullying Policy

Bullying means systematically and chronically, inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as a pattern of unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, dehumanizing gesture by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliations; or unreasonably interfere with the individual's school performance or participation that includes a noted power differential. Bullying may involve, but is not limited to:

1. Teasing
2. Social exclusion
3. Threats
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of Property
11. Cyberstalking
12. Cyberbullying

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:1

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or

her property.

- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
- Has the effect of substantially disrupting the orderly operation of a school

Bullying and Harassment also encompasses:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- Perpetuation of conduct listed in the definition of bullying and harassment by an individual or group with intent to demean, dehumanize, embarrass or cause emotional or physical harm to a student or school employee by:
 1. Incitement or coercion
 2. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, computer network, electronic or wireless devices on or off school grounds to bully or harass that jeopardizes student or school employee safety or disrupts the learning environment within the scope of the district school system.
 3. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Cyberstalking is defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Cyberbullying is defined as the willful and repeated harassment and intimidation of an individual through the use of electronic mail or electronic communication with the intent to coerce, intimidate, harass, or cause substantial emotional distress to a person.

Zero Tolerance Policy

The School Board enforces the Florida Department of Education Zero Tolerance Policy on school violence, crime, and the use of weapons. As an approach to reducing school violence, the intent of the policy is to provide a safe school climate that is drug-free and protects student health, safety, and civil rights.

This policy requires the school district to impose the most severe consequences provided for in the *Code of Student Conduct* in dealing with students who engage in violent criminal acts, such as:

- bringing or possessing a firearm or weapon to school, any school sponsored activity, or on school-sponsored transportation; shall also result in a referral for expulsion and mental health services pursuant to Section 1006.13 F.S.
- making a threat or false report, respectively, involving school or school personnel's property, school transportation, or school-sponsored activity; shall also result in a referral for expulsion and mental health services pursuant to Section 1006.13 F.S.
- homicide;
- assault, battery, and culpable negligence;
- relating to kidnapping, false imprisonment, luring or enticing a child, and custody offenses;
- sexual battery;
- lewdness and indecent exposure;
- child abuse;
- robbery;

- robbery by sudden snatching;
- carjacking; and
- home-invasion robbery

A student may also be referred for mental health services if deemed necessary by the threat assessment team.

The State of Florida Juvenile Justice Reform Act of 1965 requires the School District to link juvenile violent incidents to the action taken by the student's school and the District. The District is required to collect data about violent incidents involving students during each school year and transmit a report to the state. Certain infractions in the *Code of Student Conduct* may result in criminal penalties as well as administrative corrective strategies.

COHEA Controlled Substances Policy

The use of controlled substances is not permitted on school grounds. Any student found to be under the influence of, selling, in possession of, and/or distributing tobacco, illegal drugs, un-prescribed medication and/or paraphernalia will be subject to immediate disciplinary action and will not be allowed to participate in interscholastic competitions, activities (field trips, school dances, etc.), performances or participate in any school sports for the remainder of the school year.

Academic Integrity/Plagiarism Policy

Students are expected to uphold the highest level of integrity in every facet of their lives. Honesty in school and class are clearly a part of this obligation. Academic misconduct is defined as any act or omission by a student, which is contrary to the concept of academic integrity.

Cheating - The following behaviors are recognized as cheating within the academic environment and are considered unacceptable behavior:

- Unauthorized use of books, notes, aids, or assistance from another with respect to exams, homework, class assignments, reports, recitations, and other projects, or the actual unauthorized possession of such materials
- Purposefully lying to staff/administration to increase a grade or otherwise advance
 - Falsification of records by tampering with or altering in any way any academic record, on paper or within a database, used or maintained by the school
 - Explicitly briefing or even warning later-period students of the same course about the contents of a quiz, exam, or class assignment
- Obtaining or attempting to obtain, prior to an examination, either copies of used questions or illegal knowledge of such questions
- Using a programmable calculator in a way exceeding the instructor's permission either to store material not allowed by the instructor or to utilize certain capabilities prohibited by the instructor

Plagiarism - Utilization of the exact language of someone else without giving due credit to the source using quotation marks and other applicable forms of citation or failing to give such proper credit to the source when paraphrasing or rearranging the ideas of that source.

Lunch Policy

Food Cost

Breakfast	Universal FREE Breakfast, from 7:05 a.m. - 7:40 a.m. daily
Lunch (Paid)	\$3.75
Reduced	\$0.40



Free/Reduced Lunch Program

The National School Lunch and School Breakfast Programs as administered by Miami- Dade County Public Schools provides free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of school. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately **the first twenty days of next school year**.

Cafeteria Rules

1. Line up in the line for the food station of your choice.
2. Sit at your preferred table if you brought your lunch from home.
3. Remember your lunch PIN number.
4. Always be courteous to cafeteria employees.
5. Always use acceptable table manners.
6. Discard all your trash in garbage containers.
7. No outside food could be brought to school except for lunch from home.

Clubs and Activities

Membership in a club and/or organization provides students with learning experiences that broaden their cultural horizon, supplement the formal curriculum by increasing knowledge and skills, extend participation in career-focused activities or programs, afford constructive use of leisure time, provide services to the school and community, and promote and recognize students' academic achievements and accomplishments.

Many clubs are interest-based. Other clubs focus on scholarship and community service. Students usually gravitate to these organizations because they share a common interest with their peers and/or they enjoy working with the club sponsor. Clubs are available to everyone; however, each club has certain standards that must be met before becoming a member. Clubs meet periodically after school throughout the school year.

Clubs

Chess Club
Junior Class
Key Club
Builders Club
Educators Rising
First Priority
Middle School Class
Math Honor Society
National Honor Society
National English Honor Society
National Science Honor Society
National Spanish Honor Society
National Junior Honor Society
National Social Studies Honor Society
Sirens Dance Team
Sophomore Class
Student Council

Florida High School Athletic Association (FHSAA)

Eligibility & Compliance

Academics

In accordance with Florida Statute 1006.15(3)(a), a student must maintain a 2.0 on a 4.0 scale to be eligible for interscholastic athletic competition. The FHSAA does not have the authority to provide waivers of the minimum GPA requirement.

HIGH SCHOOL GPA REQUIREMENTS

A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester.

All high school level courses must be counted towards the student's cumulative GPA, including those taken

before the student entered high school.

MIDDLE/JUNIOR SCHOOL GPA REQUIREMENTS

A middle/junior high student must have 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester.

ACADEMIC ELIGIBILITY/INELIGIBILITY FOR A SEMESTER

A student's academic eligibility is determined by his/her GPA on the first day of each semester. A student's academic eligibility cannot change during the semester. Any coursework completed throughout the semester will be calculated into the GPA at the conclusion of the semester.

ACADEMIC PERFORMANCE CONTRACT

An academic performance contract provides a student in tenth grade with the opportunity to gain eligibility for one semester without needing a cumulative 2.0, should the student meet all of the requirements of the contract.

Who can use an academic performance contract?

A student whose cumulative GPA falls below a 2.0 at the conclusion of their first semester of ninth grade, or second semester of ninth grade, may enter into an academic performance contract.

What is required for the student to gain eligibility?

A student on an academic performance contract must sit out from all athletics at all levels in the semester immediately following academic ineligibility. During that semester of ineligibility, the student must achieve at least a 2.0 GPA and attend summer school, virtual school, or its equivalent. If all standards of the contract are met, the student will be eligible for one semester regardless of their cumulative GPA. A 2.0 cumulative GPA is required when the student starts their 11th grade year.

Attendance during two previous semesters

A student cannot be academically eligible if he/she has not attended school and received grades for all courses taken during the previous two consecutive full semesters. For additional academic questions, please contact the Athletic Director at the student's school of participation.

Transportation

Parents are responsible for providing transportation for their child to and from school each day. Parents may secure private bus transportation for children if they so choose. Information regarding these services is not available from school personnel. Students that drive to school may park at the Recreational Park Lot. Students arriving late on a private bus will be considered tardy.

Safety Policy

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials.

By accessing FortifyFL, students can provide a description of the threat, share pics and videos and optionally submit their contact information.

FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. The application was named by students from Marjory Stoneman Douglas High School. The Office of Attorney General, Department of Education and Florida Department of Law Enforcement coordinated its development and roll-out.

Any student who witnesses an accident or is injured at school should report it immediately to the nearest staff member. In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to student and staff safety exists within the community (Code Yellow), or an imminent threat to student and staff safety within the school (Code Red), students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until an administrator makes the "All Clear" announcement. The emergency closing of a school for any cause, such as weather or safety of individuals, is only at the discretion of the Superintendent of Schools.

Monthly fire drills will take place each school year according to the Miami-Dade County Public Schools Policy and Emergency Procedures. When notified, students must stop what they are doing and follow their teacher's instructions. Students must clear the building promptly and quietly by the prescribed route. Any student who is in the hallway or the restroom at the time of an emergency must proceed to the nearest exit and locate a teacher or a staff member. Students, teachers, staff and visitors must remain outside the building until permission is given to re-enter. Attendance will be taken during fire drills and actual emergencies, so it is imperative that students check in with their teachers during these events or with the nearest faculty or staff member.

Medication

Procedures for administering medication to students have been approved by the School Board. If your child requires medication during the school day, please visit the main office to secure a Medical Authorization form, which requires information from the doctor prescribing the medication regarding proper administration and the doctor's signature. Parents must submit the completed form to the main office. School staff cannot administer medication to a student unless the previously mentioned procedures are followed. Do not send any type of medication without proper authorization with your child since he/she will not be allowed to take it. The form is also required for students with known allergies to peanut butter or bee stings that require the use of an epinephrine pen.

Accident/Illness Policy

Accidents can and do happen anywhere. The health and physical well-being of all students is a matter of great concern to everyone. In serious cases, medical assistance will be requested through the 911 system. In any case involving an injury, parents will be contacted and the student will be kept as comfortable as possible. When parents cannot be contacted, the person(s) listed on the Emergency Contact Card will be called. It is critical that parents ensure that the contact information listed on the Student Data Card is current and accurate. In those cases when a child must be transported to a local emergency center a staff member will accompany the student and remain at the center until the parent arrives. If your child has a medical condition such as diabetes, asthma, allergies or any other condition that may cause the child to become ill when participating in certain school activities, such as physical education, a statement issued by a physician must be submitted to the school stating the limitations and/or accommodations to be made. Additionally, your child's teachers must be made aware of this and/or any other condition that may affect the well-being of the child while in school.

COVID-19

- The school shall continue to monitor guidance and implement procedures which are recommended by the Florida Department of Health, The Center for Disease Control, The Florida Department of Education and/or COHEA shall update parents as necessary.

Health Screening Policy

- The health services provided by the COHEA shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed.
- Vision, hearing, scoliosis, and growth and development screenings are conducted based on mandated grade levels. Screenings do not substitute a thorough examination in a medical providers office. Parents/guardians must provide the school with written notification if you do not want your child to participate in the screening program

Immunization

- All students shall be immunized against polio, measles-mumps-rubella (MMR) diphtheria, pertussis tetanus (DTaP), hepatitis B, and varicella (chicken pox). Student's with a documented history of the varicella (chicken pox) disease are not required to receive the varicella vaccine. This policy applies to students who currently attend school in the District and those eligible to attend.
- A student who has not completed the required immunization will not be admitted to school.

Electronic Device Policy

In addition to the school's standard electronic devices policy, City of Hialeah Educational Academy has the following policy regarding cell phones.

Cell phones may not be turned on inside of the school building at any time. **Cell phones must be switched off and left in the student's book bag (cell phones may not be in any student's pocket/pants, shirts, etc.). Turning the cell phone to "vibrate" is not acceptable.** Cell phones may only be used outside of school buildings and only outside of school hours.

Any student who is found to be in violation of this policy will have their cell phone confiscated. Cell phones will only be returned to parents after 2:30 p.m. At this time a parent/student conference will be required. Repeat violations of this policy will result in further sanctions. Any phones not claimed by the beginning of the following school year will be discarded.

Any student found to be using any phone or other device to take photographic images, record sound, or to communicate with other students within the building without prior permission from the administration will be subject to full administrative proceedings.

Wireless communication guidelines:

- Students may only possess, display and use wireless communication devices (i.e. texting, email, telephone etc.) before or after the instructional day.
- Students must ensure that the telephone capabilities of their devices are turned off during the instructional day (ringer off).
- Students shall avoid classroom disruptions, by not displaying, using, or activating the data access portion of their wireless communication devices during the instructional day unless instructed to do so by the teacher and/or authorized school personnel under the Bring Your Own Device initiative outlined in Board Policy 7540.03. This includes during class, in the library, during lunch breaks, during class changes and during any other structured activity. Unless using its data access capabilities for instructional purposes as

directed by their teacher and/or authorized school personnel as outlined in Board Policy 7540.03.

- The school is not responsible if a student's wireless communication or any electronic device is lost or stolen.

Utilization of the internet and inappropriate use of computers:

While exercising the right to use available technology, students must be aware of their responsibility as users.

The following are examples of improper uses of technology and are violations of the Code of Student Conduct:

- Using the network to send or receive obscene or lewd material;
- Using the network to make threats against anyone or the school;
- Sending electronic mail that threatens to do bodily harm to another student that might be considered assault or cyberbullying;
- Downloading pirated software (comparable to stealing);
- Willfully and knowingly obtaining unauthorized access to or "hacking" into the school's computer system (constitutes vandalism);
- Using, without authorization, school property, a school computer or other electronic device, and damaging a school's computer system or causing the computer to "crash" (constitutes a "computer-related" crime leading to criminal charges). These are only a few examples of violations committed through electronic means. The school administration will evaluate and determine the appropriate level infraction under the Code of Student Conduct.

SPECIAL NOTES:

- School authorities may search a student's person or property, including vehicles, with or without the student's consent whenever they reasonably suspect that there has been a violation of law, Board policy, or school rules. This authority applies to all situations in which the student is under the jurisdiction of the Board.
- The school will not be held responsible for the use of social media before and/or after school hours.

Volunteer Program

The School Volunteer Program is responsible for electronic registration, background checks and trainings of volunteers. There are two different levels of volunteerism.

Level 1 - complete a database background check

- Day chaperones for field trips
- Classroom assistants
- Math and/or reading tutors

Level 2 - complete a fingerprint background check

- Certified Volunteers
- Mentors
- Listeners
- Athletic/Physical Education assistants
- Overnight chaperones

<http://ehandbooks.dadeschools.net/userguides/pdf/166.pdf>

To register as a School Volunteer, you need a parent or community account.

1. Using your parent or community account credentials (username and password) log into one of the listed portals:
 - Parents will log into (Parent Portal)
 - M-DCPS Students (Student Portal)
 - M-DCPS Employees (Employee Portal) and
 - All other volunteers will log into the (Community Portal)
- Click the Services and Sites tab at the top
- Click on the “Be a School Volunteer!” link
- Choose your school(s) and activity(ies) in which you wish to volunteer.
- Go to your selected school/location and show your picture identification.
- If both Parents/Guardians would like to participate in the volunteer program, one Parent/Guardian will use the Parent Account to apply for the volunteer program through the Parent Portal and the other Parent/Guardian must register through the Community Portal (after creating a Community Portal account).

Any individual interested in volunteering in Miami-Dade County Public Schools must:

- Show a current valid government-issued identification with picture.
- Show a social security card (check name and number).
- Complete a background check

(Be advised that there is no same day clearance, the approval process may take several days.)

Visitor Policy

For the safety and protection of all students and staff, visitors and guests (including parents) must always sign in and obtain a Visitor’s Pass from the main office before proceeding to any areas of the school building. Parents are not permitted to go to a teacher’s class unannounced during school hours, since visitors dropping by or “popping in” disrupts standard routines and interrupts instruction. We appreciate your cooperation in providing a safe learning environment for all students. Visitations may be scheduled during the school day if previous arrangements have been made with the teacher and administration. Also, it is expected all visitors will observe the fire code regulation of the school and refrain from smoking. Animals/pets are not allowed on school grounds at any time.

Parent Responsibilities

The Parent Academy: The Parent Academy supports parents in becoming more involved in their children’s education and empowers them to set and achieve personal empowerment goals for higher education and career advancement by providing free, year-round workshops, and events at schools. The Parent Academy meets once a month.

Parent-Teacher-Student Association (PTSA)

We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student, and public involvement at the school as a whole.

EESAC Information

EESAC Meetings: All meeting start promptly at 6:00 P.M.

Meeting Dates: Sept. 11, 2023, November 6, 2023, February 5, 2024, May 6, 2024

Conflict Resolution

(Charter School versus Parents/Legal Guardians, Employees and Vendors)

- All conflicts between the charter school and the parents/legal guardians of the students enrolled at the charter school shall be handled by the charter school or its governing board.

- Evidence of each parent's/guardian's acknowledgement of the charter school's Parent Conflict Resolution Process shall be available for review upon request by the Sponsor.
- All conflicts between the charter school and the employees of the charter school shall be handled by the charter school or its governing board.
- All conflicts between the charter school and vendors of the charter school shall be handled by the charter school or its governing board.
- The Sponsor shall be provided with the name and contact information of the parties involved in the charter school's Conflict Resolution process. The Sponsor shall be notified immediately of any change in the contact information.

M-DCPS Statement

Charter school students are students of Miami-Dade County Public Schools.

Anti-Discrimination Policy

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

Age Discrimination in Employment Act of 1967 (ADEA) as amended – prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

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

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – No public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

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

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, sex/gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information about **Title IX** or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:

**Office of Civil Rights Compliance (CRC) Executive
Director/Title IX Coordinator 155 N.E. 15th
Street, Suite P104E Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net Website: <https://hrdadeschools.net/civilrights>**

DISCRIMINATION / HARASSMENT

It is the policy of our school that all students and employees be treated with respect. We affirmatively strives to provide a workplace and educational environment free from discrimination and harassment (including sexual harassment), as required by law. Through this policy, we establish our intent to provide equal access, opportunity, and treatment to students in the provision of educational programs and activities and to applicants and employees in all aspects of employment. Slurs, innuendos, hostile treatment, violence, or verbal or physical conduct against a student or employee reflecting on his/her race, ethnic or national origin, gender or any other of the categories described below, will NOT be tolerated by our school.

This Policy Covers the Following Protected Categories:

AGE - This category prevents denial of employment and/or educational opportunities because of a person's age.

CITIZENSHIP STATUS - This category prevents denial of employment and/or educational opportunities because of a person's citizenship or immigration status.

COLOR - This category prevents denial and/or educational opportunities because of a person's skin tone. Color discrimination can occur within the same race; for example someone who has a darker complexion may discriminate against someone that has a lighter complexion.

DISABILITY - This category prevents denial of employment and/or educational opportunities because of a person has, or is perceived to have a permanent impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.

ETHNIC/NATIONAL ORIGIN - This category prevents denial of employment and/or educational opportunities because of a person's ancestors' place of origin; or because an individual has the physical, cultural or linguistic characteristics of a particular group.

GENDER - This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.

GENDER IDENTITY - This category prevents denial of employment and/or educational opportunities because of a person's gender-related identity, appearance, expression or behavior, regardless of the individual's assigned sex at birth.

GENETIC INFORMATION (GINA) - This category prevents denial of equal employment and/or harassment because of a person's genetic information; it ensures that individuals are not treated differently because of genetic information.

LINGUISTIC PREFERENCE - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.

MARITAL STATUS - This category prevents denial of employment and/or educational opportunities because of a person's marital status; i.e. single, married, widowed, or divorced.

POLITICAL BELIEFS - This category prevents denial of employment and/or educational opportunities because of a person's support and/or affiliation or lack thereof with a particular political party.

PREGNANCY - This category prevents denial of employment and/or educational opportunities for women who are pregnant.

RACE - This category prevents denial of employment and/or educational opportunities because of a person's race. The five federally recognized racial categories are American Indian or Alaskan Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, and White. Persons from a mixed racial backgrounds do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a different race other than their own.

RELIGION - This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs.

SEX - This category prevents denial of equal employment and/or educational opportunities because of a person's male or female gender.

SEXUAL ORIENTATION - This category prevents denial of equal employment and/or educational opportunities because a person is, or is perceived to be, lesbian, gay, bisexual, or heterosexual.

SOCIAL AND FAMILY BACKGROUND - This category prevents denial of employment and/or educational opportunities because of a person's socio-economic, family and/or educational background.

Sexual Harassment will NOT be tolerated.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 PROHIBITS SEXUAL HARASSMENT WHICH INCLUDES: UNWELCOME SEXUAL ADVANCES; REQUESTS FOR SEXUAL FAVORS; AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE, WHEN:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or participation in an educational program;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose of effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment. Unwelcome verbal or physical sexual conduct must be either severe or pervasive.

RETALIATION AGAINST A STUDENT OR EMPLOYEE WHO FILES A COMPLAINT IS PROHIBITED BY LAW

Retaliation occurs when an employer takes an adverse action against an employee because he or she engaged in a protected activity, such as complaining about discrimination or threatening to file a charge of discrimination. An employee cannot file a complaint of retaliation unless he/she has filed a charge of discrimination, participated in an investigation or opposed an unlawful employment practice.

For additional information about Title IX or any other discrimination/harassment concerns contact:

Academica / ESP
General Counsel
6340 Sunset Drive
South Miami, Florida 33143
Phone: (305) 669-2906
Email: cpapa@academica.org

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