VISION STATEMENT
RMEC sets its sails on a voyage towards achieving quality academic instruction, implementation of community leadership and lifelong learning for all students.

MISSION STATEMENT
RMEC is committed to impart the knowledge and skills that will facilitate the acquisition of those qualities essential to successful global employment and a productive and prosperous life.

SCHOOL COLORS/MASCOT
RMEC colors are burgundy and gold and the mascot is the Pirate.

MOTTO
Setting Our Sails to Excellence

ALMA MATER
 Pirates gather, lift your voice!
 Robert Morgan, School of Choice.
 Alma Mater,
 Alma Mater,
 Gold and Burgundy!
 Pirates gather, lift your voice!
 Robert Morgan, School of Choice,
 Alma Mater,
 Alma Mater,
 Gold and Burgundy!
 Memories and friendships true:
 To our school, we sing to you.
 Quest for knowledge,
 Career or college,
 Sailing to prosperity!

CORE VALUES
Accountability
Citizenship
Flexibility
Integrity
Organizational and Personal Learning
Positive Atmosphere and Culture
Preparing Students
Professionalism
Pursuit of Excellence
Respect
Valuing Stakeholders
Message from the Principal

Dear Parents & Pirates,

It is with continued energy, enthusiasm and excitement that I welcome you to the dynamic Robert Morgan Educational Center High School (RMECHS). With 5 Academies and 23 strand offerings, we pride ourselves in being the Miami-Dade County Public Schools leader in college & career pathways! At RMECHS, we are ONE family, ONE campus and TWO schools and we celebrate our Pirate Pride daily as we remain Navigating & Anchored in Excellence.

Robert Morgan Educational Center is a dynamic campus comprised of both a High School and Technical College with the power to impact the lives of each and every student that walks onto our campus. For the 2018-2019 school year, the theme will be “Seas the Day” - Carpe Diem where we will focus on one lesson, one period & one day at a time and as Pirates, we will seize the day! Ultimately, these yearly themes pertain to creating pathways for all of our Pirates to move on to obtain a college degree and/or a successful career in the next phase of their life.

For this statement alone, I am excited to be here and to work with you for a common purpose as we chart a course for our Pirates to follow. YOU have a direct impact on the future of this great nation through a quality education and for that I am always motivated and supportive of YOU in your collective efforts!

I want to wish you a great 2018-2019 school year as we “Seas each and every Day”.

Reginald J. Fox,Principal
THE SCHOOL DAY
Classes are in session from **7:20 AM until 2:20 PM.** Students are expected to be on time to all of their classes.

<table>
<thead>
<tr>
<th>ROBERT MORGAN EDUCATIONAL CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BELL SCHEDULE 2018-2019</td>
</tr>
</tbody>
</table>

**BLOCK BELL SCHEDULE**

<table>
<thead>
<tr>
<th>BLOCK I (Includes 5 min homeroom)</th>
<th>7:20</th>
<th>9:25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passing</td>
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<tr>
<td>BLOCK II</td>
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<tr>
<td>LUNCH</td>
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<tr>
<td>Passing</td>
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<tr>
<td>BLOCK III</td>
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**PEP RALLY SCHEDULE**

<table>
<thead>
<tr>
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<tr>
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<td>9:15</td>
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<tr>
<td>BLOCK II</td>
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<tr>
<td>LUNCH</td>
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<tr>
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<tr>
<td>BLOCK III</td>
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<td>2:20</td>
</tr>
</tbody>
</table>

**PEP RALLY WILL BE ANNOUNCED ON THE PA SYSTEM**

**EARLY RELEASE 9.27.18** **3.14.19** **4.11.19** **5.9.19**

<table>
<thead>
<tr>
<th>BLOCK I (Includes 5 min homeroom)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Passing</td>
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<tr>
<td>BLOCK II</td>
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<tr>
<td>LUNCH</td>
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<tr>
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**1-6 BELL SCHEDULE**

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<thead>
<tr>
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<tr>
<td>Homeroom (extended)</td>
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<td>Period 2</td>
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<tr>
<td>Passing</td>
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</tr>
<tr>
<td>Period 3</td>
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<tr>
<td>Passing</td>
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<tr>
<td>Period 4</td>
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<tr>
<td>LUNCH</td>
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<tr>
<td>Passing</td>
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<td>12:25</td>
</tr>
<tr>
<td>Period 5</td>
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<td>Passing</td>
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<td>1:20</td>
</tr>
<tr>
<td>Period 6</td>
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<td>2:20</td>
</tr>
</tbody>
</table>
School Board Policy 5200 – ATTENDANCE
Parents and students are responsible for attendance which shall be required of all students during the days and hours that the school is in session.

Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. The Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The District reserves the right to verify such statements and to investigate the cause of each single absence.

Educators shall encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent.

Accordingly:

A. if the parent who has legal custody of a student requests that no one else be permitted to confer with the child at school the principal and/or teacher is required to honor this request;

B. students are not to be taken out of their regular classes to prepare for programs other than school-sponsored activities;

C. when a student has been absent three (3) consecutive days and the school has been unable to ascertain the reason for the absences, the absences shall be investigated by the school principal or at any other time if deemed necessary;

D. the parent or adult student shall report absences to the school as soon as practicable. Failure to report and explain the absence(s) shall result in unexcused absence(s). The principal shall have the final authority for determining acceptability of the reason for the absence(s).

Each school should establish procedures to ensure good attendance. A student who is absent more than nine (9) days within a semester or more than four (4) days for schools on a block schedule, will not receive a passing grade for the semester unless:

A. medical evidence is presented to the principal in writing justifying a specific number of days absence, absences are for approved school activities, or absences are approved by the Principal, and

B. the student demonstrates mastery of the student performance standards in the course(s) as identified in curriculum guides and/or adopted textbooks.

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have a reasonable amount of time, up to three (3) school days, to complete make-up work for excused absences. Principals may grant extensions to the make-up time limit for extenuating circumstances. Regarding make-up of the work missed as a result of unexcused absences, each principal shall establish site-specific policies that encourage both regular attendance and high academic achievement; and shall review and modify these policies from time-to-time as required to maintain and improve their effectiveness.
Attendance Defined

A. School Attendance - Students are to be counted in attendance only if they are actually present for at least two (2) hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

B. Class Attendance - Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.

C. Tardiness - A student is considered tardy if they are not present at the moment the school bell rings for the class assigned. NOTE: If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should never remain on record as being absent.

D. Early Sign-outs - No student shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal’s designee (i.e., emergency, sickness).

Each student who is scheduled at a school center for instructional purposes for a partial day, and at an area vocational-technical center, a vocational school or a community college for a partial day shall, if present at the school center, be reported as present one-half day.

Reasonable excuses for time missed at school:

A. Personal illness of the student (medical evidence may be required by the Principal for absences exceeding five (5) consecutive days). 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, s/he must be under the supervision of a health care provider in order to receive excused absences from school.

B. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.

C. Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.

D. An approved school activity (absences recorded but not reported).

E. Other absences with prior approval of the Principal.

F. Attendance at a center under Department of Children and Families supervision.

G. Significant community events with prior permission of the Principal. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.

H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.

I. Death in the immediate family.

J. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State, and national competitions.

K. Outdoor suspension.
L. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, requires documentation related to the condition.

Unexcused absences include absences due to:

A. vacations, personal services, local non-school event, program or sporting activity;
B. older students providing day care services for siblings;
C. illness of others;
D. non-compliance with immunization requirements (unless lawfully exempted).

Absences not included in excused absences listed above shall be unexcused. Any student who has been absent from school will be marked unexcused absent until s/he submits the required documentation. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences do not require that the teacher provide make-up work for the student.

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 may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs.

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parents or guardians. Chronic truancy or deliberate nonattendance in excess of fifteen (15) school days within a ninety (90) calendar day period shall be sufficient grounds for withdrawal of students sixteen (16) years of age or older, who are subject to compulsory school attendance under F.S. 1003.21.

The Superintendent shall develop administrative procedures that:

A. ensure proper procedures are established so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with applicable Board policies;
B. ensure a school session which is in conformity with the requirements of the rules of the State Board;
C. govern the keeping of attendance records according to State Board rules;
D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
E. ensure that students whose absence has been excused have an opportunity to make up work they missed and receive credit for the work, if completed;
F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 or other appropriate accommodation.
The regulations should provide that a student's grade in any course is based on performance in the instructional setting and is not reduced for reasons of conduct. If students violate the attendance or other rules of the school, they should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the students can demonstrate they have learned.

**Attendance Records and Reports Required**

All officials, teachers, and other employees shall keep all records and shall prepare and submit promptly all reports that may be required by law, State rules, and District policies. These records shall include a register of enrollment and attendance and all persons named shall make reports. The enrollment register shall show the absence or attendance of each child enrolled for each school day of the year in a manner prescribed by the State Board. The register shall be open for inspection by the Superintendent. Violations of this section shall be a misdemeanor of the second degree, punishable as provided by law.

**Falsification of Attendance Records - Penalty**

The presentation of reasonable and satisfactory proof that any teacher, principal, any other school personnel or school officer, has falsified or caused to be falsified attendance records for which they are responsible shall be sufficient grounds for the revocation of his/her teaching certificate by the Department of Education, or for dismissal or removal from office.

The principal shall require:

A. attendance/tardiness is taken and recorded by authorized persons at a designated time every official school day;
B. a review of classes that have excessive absences in order to determine if the quality of instruction is a factor in the failure of students to attend class on a regular basis;
C. an authorized person(s) to determine the status of each absence/tardiness;
D. parents be notified each time their child is absent from school possible;
E. the steps outlined in F.S. 1003.26 regarding regular school attendance are implemented;
F. an Attendance Review Committee is established at the school;
G. consideration of appeals made by students and/or parents regarding recommendations of the Attendance Review Committee.

The teacher shall:

A. encourage school and class attendance with challenging and rigorous instruction and curriculum and by demonstrating an interest in the welfare of students;
B. take attendance during homeroom and whenever students change instructors in elementary schools and take attendance each period of the school day in secondary schools, and report absences as required by the school;
C. at the request of the student or parent, provide make-up assignments for excused absences/tardies.
The student shall:

A. attend classes 180 days each school year;
B. request the make-up assignments for all excused absences/tardinesses from teachers upon return to school or class within three (3) days;

It should be noted that all classwork, due to the nature of instruction, is not readily subject to make-up work.
C. complete the make-up assignments for classes missed within the equivalent number of days absent;

Failure to make up all assignments will result in a lower assessment of the student's academic and/or effort grade.
D. be reported as present for the school day in order to participate in athletic and extracurricular activities.

The parent shall:

A. be responsible for their child's school attendance as required by law and stress the importance of regular and punctual school attendance with their child;
B. report and explain an absence or tardiness to the school;
C. ensure that the child has requested and completes make-up assignments for all excused absences/tardies from the teachers upon return to school or class;
D. appear before the Attendance Review Committee at the scheduled time to provide information relating to their child's absences and to support prescribed activities.

Additional parent responsibilities:

The parent shall be responsible for their child's school attendance as required by law and stress the importance of regular and punctual school attendance with their child. Board Policy 5200 - Attendance, states that “absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. Robert Morgan shall require, from the parent of each student of compulsory school age who has been absent from school or from class for any reason, a statement of the cause for such absence. Robert Morgan reserves the right to verify such statements and to investigate the cause of each single absence. Robert Morgan reserves the right to verify such statements and to investigate the cause of each single absence.

A. Report and explain an absence or tardiness to the school.
B. Failure of the parent to provide required documentation within 3 days upon the student's return to school will result in an unexcused absence.
C. Student absences will appear on the School Attendance as unexcused until a note, written by a parent, is brought to the Attendance Office before school 7:00 am-7:20 am, during lunch from 11:30 am -12:15 pm, or after school 2:20 pm-2:30 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. School Attendance will also reflect the corrected absence.
D. Parents can access their student’s attendance on-line (Parent Portal) with the use of a school provided code. Please contact Robert Morgan for further Information.

NOTE: Additionally, unexcused absences will be reflected in the grade book as a “Z” and will be averaged in the total grades.

ATTENDANCE & ACTIVITIES PARTICIPATION

A student who has ten (10) or more cumulative absences (excused/unexcused) will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year. (outdoor suspension is counted as an absence) A student who has twenty (20) or more cumulative tardies (excused/unexcused) will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year. Only a successful eligibility hearing at the District level can remove the suspension from participation.

DRIVER’S LICENSE & SCHOOL ATTENDANCE PROGRAM

The Florida Legislature enacted requirements that school districts report to the Department of Highway Safety and Motor Vehicles (DHSMV), the names and demographic information of minors who attain the age of 14 and who accumulate 15 unexcused absences in a period of 90 calendar days. The school district must also report all students, 14 years of age and older, who withdraw from school with a withdrawal code that is calculated in the dropout rate.

Notification to DHSMV by the school district will result in licensed minors receiving a Notice of Intent to Suspend posted to their driver record and unlicensed minors not being permitted to apply for a license until relevant attendance requirements are satisfied. Section 322.091, Florida Statues.

EXCESSIVE ABSENCES

School Board Policies state that a student accumulating 10 or more class unexcused absences in an annual course or 5 or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. A “NC” (No Credit) will appear on the report card. Please keep in mind that due to fact that we are on block schedule, one class absence is equal to 2 hours (or two days of instruction).

Chronic truancy or deliberate nonattendance in excess of fifteen (15) school days within a ninety (90) calendar day period shall be sufficient grounds for withdrawal of students sixteen (16) years of age or older, who are subject to compulsory school attendance under F.S. 1003.21.

SIGN IN/EARLY SIGN OUT

No student shall be released within the final thirty (30) minutes of the school day. No student shall be permitted to leave school prior to 1:50 PM at the request of, or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents/guardian of the student.
To be counted "present" for the school day, the student must be in attendance for a minimum of two hours of the day. **Students will be signed-in to school as Tardy up to 12:20 PM.** After 12:20 PM, student will be considered absent for the school day.

Students will be counted absent if they are not present in class for at least half of the class period.

**TARDY PROCEDURES**

A. Students are considered tardy if they are not in class by 7:20 AM  
B. Students will report to the cafeteria for processing from 7:21 AM to 8:30 AM  
   (Unexcused)  
C. After 8:30 AM all students will report to the attendance office.  
D. **STUDENTS ARE NOT ALLOWED INTO CLASS WITHOUT A TARDY PASS**

The procedures will be as follows:

**UNEXCUSED TARDY**

7:21 AM -8:30 AM (Report to Cafeteria)  
After 8:30 AM Report to Attendance Office

<table>
<thead>
<tr>
<th># OF TARDIES</th>
<th>OUTCOMES</th>
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<tr>
<td>1</td>
<td>Verbal Warning</td>
</tr>
<tr>
<td>2</td>
<td>Verbal Warning/Parent Contact (Phone)</td>
</tr>
<tr>
<td>3-5</td>
<td>Detention (for every tardy)</td>
</tr>
<tr>
<td>6</td>
<td>Parent Conference / Attendance Contract</td>
</tr>
<tr>
<td>7-10</td>
<td>Indoor Suspension 1 day (for every Tardy)</td>
</tr>
<tr>
<td>10+</td>
<td>1 day Student Success Center/Counselor Intervention</td>
</tr>
</tbody>
</table>

NOTE: Work/Projects/Assignments missed due to an unexcused tardy will not be accepted.

**EXCUSED TARDY**

***Report directly to the Attendance Office***

A. Excused tardies do not count towards the tardies listed above.  
B. **Students with an excused tardy report directly to the attendance office accompanied by a parent/guardian.**  

   Reasons for excused tardies are:

   - Doctor’s Appointment  
   - Court Appearance  
   - Car Accident  
   - Parent/Guardian must accompany student to the Attendance Office.  
C. Evidence/Documentation must be provided upon your arrival to school in order to obtain an Excused Tardy Pass.  
D. **After 15 excused tardies student must meet with administration.**
E. Students with an **excused tardy (not a warning)** will be allowed to make up work missed due to the tardy.

**BLOCK SCHEDULE**
A double blocked period constitutes two single class periods. If a student is absent from a double blocked period, this will constitute two (2) excused or unexcused absences for that class.

**BUS TRANSPORTATION**
If students who are eligible for bus transportation opt to ride the bus, they must ride the bus and access the bus stop assigned by the District. In the event of a bus breakdown, or late arrival of a bus, students must wait at their regular stop until a relief bus arrives.

The bus driver has absolute jurisdiction over all students on his/her bus. Students should always conduct themselves in an orderly fashion as deemed necessary for safety reasons. The school bus is an extension of the school; therefore, the Student Code of Conduct will be enforced.

**HALL PASSES**
Five (5) minutes are allotted to pass from class to class. It is expected that students will be in their seats when the tardy bell rings. With the large student body moving in such a limited time, it is incumbent upon each person to move quickly and in an orderly manner observing normal traffic flow. Please do not run, push, or loiter in the halls.

The students are required to carry a completed M-DCPS Official Hall Pass anytime he/she leaves the classroom after the tardy bell. Students are expected to furnish their hall pass at the request of any member of the faculty, staff or administrative team.

**EMERGENCY CONTACT CARD/DATA CARD**
MDCPS policy requires that each student has an emergency contact card filled out and signed by his/her parent or guardian when the 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. Siblings may sign a student out but must provide evidence of such and be 18 years old. When these adults come to take a student out of school, they will be required to provide picture identification.

**EARLY DISMISSAL**
Permits to leave school are granted in emergencies. Students are urged to arrange doctor, dental, and other appointments at hours that are not in conflict with school time. Parents requesting a permit to leave school must present a picture ID. According to School Board Rule, students will be released only to those individuals whose names are listed on the Student Data Card as being authorized under the School Information/Release of Student section. If a Student Data Card is not on file, the student will not be released from school.

Students **CANNOT** be signed out of school before 9:20 am or after 1:50 pm as per School Board Policy.

If an emergency should arise, a parent or guardian must sign the student out of school. No permission-to-leave slips will be written without a parent or guardian signature. No student will be released by telephone, and **under no circumstances will faxes or emails be allowed to release students from school**.

**IDENTIFICATION (ID) BADGES**
All students of Robert Morgan Educational Center High School must wear a current school identification
badge at all times while on school property and at any off-campus function in order to ensure student safety.

Students must not alter, deface or allow any other student to be in possession of their ID.

The first ID badge will be issued early in the school year at no charge. A replacement ID may be purchased from the Activities Director in the Student Activities Office for $2, and Pirate lanyards for $5. A student must surrender his/her ID badge upon withdrawal from Robert Morgan.

VISITORS
Legal regulations prohibit guests from being on campus or attending classes. Parents are always welcome and tours may be arranged to view the school. Any individual who willfully fails to register at the front desk will be considered trespassing and will be subject to arrest. Visitors must first register with security at the main entrance, sign-in, furnish government-issued photo identification, and, upon clearing, proceed to the main or attendance office.

HONOR CODE
Cheating – According to the M-DCPS Code of Student Conduct, intentionally using another’s work to receive credit or improve grades, plagiarizing, or giving/receiving answers is a Level II Violation of the Code of Student Conduct.

ACADEMIC GRADING GUIDELINES
Academic grades reflect student academic achievement. The determination of the specific grade a student receives is based on the teacher’s professional judgment after careful consideration of all aspects of student’s performance during a grading period.

GRADING STANDARDS

<table>
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<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Interpretation</th>
<th>Grade</th>
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<th>Grade</th>
<th>Interpretation</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Outstanding</td>
<td>1</td>
<td>Maximum Effort</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Good</td>
<td>2</td>
<td>More Effort Required</td>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Satisfactory</td>
<td>3</td>
<td>Unsatisfactory</td>
<td>C</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Needs Improvement</td>
<td>D</td>
<td>Unacceptable</td>
<td>F</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>Unsatisfactory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GRADE POINT AVERAGE (GPA)
Grade points are numerical values assigned to letter grades. Bonus points are additional numerical values assigned for Honors, Advanced Placement and Dual Enrollment courses.

- A cumulative grade point average is computed by using grades received for more than one grading period.
- A non-cumulative grade point average is computed by using grades received for a single grading period.
- A weighted grade point average is computed by including honors, AP or Dual Enrollment points.
- An unweighted grade point average is computed without honors, AP or Dual Enrollment points.
Homework & Makeup Work Plan
Homework is important to student learning at School. The purpose of this homework plan is to guide teachers, parents and students in ensuring that homework is meaningful and supports the learning experience for all students.

Definition
Homework is any activity or assignment directed by the teacher to be performed outside the classroom that may include practicing skills learned in class, reading, studying, projects, or completion of assignments.

Rules for Homework
Activities or assignments that students can complete independently. Carefully constructed as to be completed within a reasonable time allotment, with minimal adult help. Connected to grade level or subject matter curriculum. Connected to class instruction. Engaging, purposeful and relevant. Consideration shall be given to quality over quantity.

Teacher Guidelines
• Review, discuss and return, if collected, homework in a timely manner.
• Whenever possible, communicate and coordinate assignments so that students do not receive an overload of homework.
• Explain homework assignments to the students prior to the assignment. Teachers shall communicate homework assignments in at least one of the following ways: send a packet home, write assignment on the board, require students to record it, and/or make available through emails, websites or hotlines. The use of a variety of strategies is encouraged.
• The teacher will (also) consider a student’s Individualized Education Plan or 504 Plan in regards to homework.
• Teach techniques that can help students allocate their time wisely, meet their deadlines, and develop good personal study habits.
• Identify the access that students will have to materials for projects and other homework assignments – taking into account affordability, resource materials from the library media center, assistance and tutoring opportunities, and technology resources.
• Communicate with parents to inform them about homework expectations, policies, and procedures.
• Communicate the extent to which homework influences the student’s overall grades.
• Communicate ways in which parents can best assist their children in doing homework independently.
• Communicate with parents at the earliest possible opportunity once the student has demonstrated consistent inability to complete homework.

Parent Guidelines
• Provide a quiet space and basic materials for homework completion.
• Teach techniques that can help children allocate their time wisely, meet their deadlines, and develop good personal study habits.
• Monitor time management and productivity.
• Review school provided materials (for example Binder Reminder, class handouts, and/or online resources).
• Communicate with teachers at the earliest possible opportunity once the child has demonstrated consistent inability to complete homework. If necessary, parents shall attempt to reach accommodation with their child’s teachers regarding homework.
• Contact the grade level counselor, assistant principal and then the principal if a solution cannot be reached with a teacher regarding homework.
**Student Guidelines**

- Complete homework as assigned.
- Record homework when assigned in class by the teacher.
- Seek clarification from teachers when unclear about homework.
- Use class time provided for completing classwork and/or starting homework.
- Seek assistance from teachers when demonstrating an inability to complete homework.

**Scheduling Time and Parameters**

- All students should plan to complete approximately 120 minutes of homework assignments per day for all subject areas collectively.
- Students taking an extra class should expect to exceed the daily minutes in a proportional manner.
- For an accelerated course designed to be equivalent to a course at a more advanced grade level or for post-secondary courses, students should expect homework for that class to be consistent with a time expectation for the advanced course.
- In addition, students shall be encouraged to allot time to read for pleasure. Reading for pleasure and music practice times are not included in the time parameters shown.

**Assistance for Homework**

It is recommended that students seeking assistance with homework speak and work directly with their teachers as they will be able to recommend strategies improving success on homework. Students should speak directly with teachers to determine which teachers host regular tutoring hours or to arrange individual tutoring sessions. In addition, students may get assistance on homework as per schedule provided on school web site.

**Homework Tips for Students**

- Record homework in the same location each day. Use the Binder Reminder.
- Ask clarifying questions to be sure the expectations on your assignments are clear.
- Know, record and monitor due dates.
- Have a quiet space with basic materials for homework completion.
- Make homework part of your daily after school routine.
- Take a break when tired; then resume work.
- When you have questions about the homework, place a note next to it and ask the teacher the next day.
- Respect that appropriate rest and physical activity are important for one’s overall well-being.

**Sharing of Concerns**

Teachers and parents shall communicate with each other at the earliest possible opportunity once the student has demonstrated consistent inability to complete homework and discuss possible solutions.

Children who demonstrate quality effort and spend sufficient time attempting to complete homework should be stopped when a parent observes that continuing is detrimental to the child’s well-being. In such cases, parents should note the amount of time spent on the assignment and sign the paper.

If a child is consistently unable to complete assigned work, the parent should contact the teacher first for support and accommodations as necessary. Teachers should also contact parents if a child consistently is unable to complete the assigned work.

**Makeup Work**

If you anticipate your child being out sick for an extended period of time, not more than 5 days,
contact your child’s teachers directly. Anything over 5 days should be directed to the Counseling Office.

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such make up work as necessary to ensure academic progress, not as a punitive measure.

Students suspended from school shall be given assignments to complete. The teacher of any class from which a student is suspended may require the student to complete tests missed during the suspension.

**ACCELERATION**
A student may *not* utilize Adult Education, Florida Virtual School, or Dual Enrollment classes to accelerate their graduation requirements. All graduation requirements must be taken during the regular school day. Any courses taken for acceleration must be in addition to a full-time schedule at Robert Morgan High School.

**FORGIVENESS POLICY**
A student receiving a grade of D or F in a senior high course or a C, D or F in a high school course taken in middle school, may repeat the course at the same level or higher (regular, honors, AP) to improve the grade. The lower grade can be replaced with a C or better, which will be used to compute the grade point average. The lower grade will not be used to compute the GPA, but will appear on the transcript with a notation that the course has been attempted more than once. A student may not repeat a lower course in a clearly established sequence of courses after a higher course of the sequence has been successfully completed. (The student must attain a C or higher – otherwise both grades remain).

**TESTING**
All students enrolled in an Advanced Placement (AP) are required to take the respective AP exam. This requirement is also for students enrolled in any AP Florida Virtual School course(s). If a student misses an AP exam, he/she will have a financial obligation registered with the Treasurer.

Students enrolled in Advanced Placement courses are responsible for:

- Preparing for exams;
- Attending pre-registration for exams;
- Informing the AP Test Coordinator of exam conflicts prior to College Board deadlines;
- Ordering and payment for student requested AP exams with AP Test Coordinator;
- Taking the exam;
- Bringing required materials to the exam;
- Following the exam schedule and being on time to all exams; and
- Adhering to all policies of the College Board and RMEC during exams.

Students who drop or do not finish an AP course through Florida’s Virtual School must inform their counselor one month prior to the ordering of the exams of such withdrawal. Failure to report in writing will constitute a student obligation for the cost of the exam. Failure to comply with the College Board and RMEC policies may result in financial obligation, academic consequence, and/or score cancellation.
REPORT CARDS
Report cards are issued approximately two weeks following the conclusion of each grading period. These reports are retained by parents and not returned to school. Several types of assessments are used to determine student progress. Individual, oral, and group participation; written assignments; tests; and investigative projects are the most common forms; however, other means might be appropriate to specific courses. A student is aided in scholastic achievement by avoiding absences, being punctual, and maintaining appropriate conduct.

STUDENT PROGRESS REPORTS
Progress reports are issued to students approximately midway through each grading period. These will indicate when it is apparent that the student may fail or is performing unsatisfactorily in academics, effort, or conduct.

PERMANENT RECORDS/TRANSCRIPTS
A permanent record is maintained in the school for each registered student. This record includes attendance data, conduct, academic grades, and standardized test scores. Student transcripts can be ordered through the Registrar’s office for a fee of $1.00 per transcript.

TEXTBOOKS
All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay for any lost or damaged books. Students’ and teachers’ names must be written on the book label on the inside cover. If a student alters, damages or defaces a textbook, he/she will be charged the cost of that textbook.

TABLETS
Information and specific guidelines will be addressed at all student grade level orientations once the school begins.

STUDENT SERVICES
The Student Services Department, in accordance with Miami-Dade County’s Comprehensive Plan for Student Services, is dedicated to the delivery of support services to each student in an effort to maximize his/her potential. These support services include, but are not limited to: personal/social counseling, academic advisement, post-secondary planning, substance-abuse counseling, career counseling, group dynamics, and crisis intervention.

PROBATIONS
Upon acceptance into RMEC, all parents sign a magnet agreement which requires student compliance on Attendance, Academics, and Conduct. The magnet agreement specifies that a student will be placed on probation for any of the following:
\[ \checkmark \] Grade Point Average (below 2.0);
\[ \checkmark \] Unsatisfactory progress in Academy class;
\[ \checkmark \] Excessive Absences and/or tardies; or
\[ \checkmark \] Behavior Concerns

PARENT AND/OR Student COMPLAINTS
To aid parents and students seeking resolution of concerns and complaints, the following procedures have been developed.

For issues involving an individual or class:
\[ \checkmark \] Level 1. A conference with the teacher
\[ \checkmark \] Level 2. A conference with the counselor
\[ \checkmark \] Level 3. A conference with the assistant principal who will evaluate the situation and render a decision
\[ \checkmark \] Level 4. A conference with the principal
**PARENT-TEACHER CONFERENCE**
Parents are urged to take an active part in their child’s schoolwork. Parent/Teacher conferences can be scheduled by e-mailing the teacher directly. Emails can be sent using our school website: [http://robertmorganeducenter.com](http://robertmorganeducenter.com) Click on the “About Us” tab and then select “Faculty & Staff” for a full listing.

**CONFERENCES WITH COUNSELORS**
To schedule an appointment time, students should complete a request slip found outside their counselor’s door. Parents can arrange for a conference by sending an email to their child’s counselor. Emails can be sent using our school website: [http://robertmorganeducenter.com](http://robertmorganeducenter.com) Click on the “About Us” tab and then select “Faculty & Staff”. Scroll down to the “Support Staff” section where you will find the counselor’s information. Counselors maintain tightly planned schedules and are not available for unexpected visits. Please be considerate and respectful of their time management.

*A student may also walk-in to see his/her counselor during their lunch time when all counselors keep open office hours.*

**TREASURER’S OFFICE**
The School Treasurer is responsible for the collection of all fees including those for lost or damaged textbooks, tablets, team uniforms, parking decals, locks, ID cards (permanent), and class/department fees. The treasurer’s office is open from 6:45 AM to 7:15 AM, from 11:35 AM until 12:20 PM, and from 2:20 PM until 3:00 PM. **NO CHECKS** will be accepted – only Cash or Money Orders will be accepted by the treasurer.

Throughout the school year, the 9th-12th grade student obligations/fees will be posted on the school’s website. It is the responsibility of the student to satisfy all outstanding obligations prior to the following school year. Failure to satisfy all obligations will prohibit the student from participating in extra-curricular activities. The 12th grade student obligation/fee lists will be posted prior to every major senior activity.

**STUDENT RIGHTS AND RESPONSIBILITIES**
The schools are established for the benefit of all students. The educational purposes of the schools are accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or that infringes upon the rights of other individuals will not be tolerated. The School Board of Miami-Dade County, Florida, endorses a zero tolerance policy toward school related violent crime. The Board reaffirms its support of the administrative staff and teachers in taking all necessary steps to enforce and implement all Board policies pertaining to the maintenance of appropriate student behavior. Important among these rules are those in the areas of conduct, corporal punishment, suspensions, expulsions, and climate for learning. *(Excerpt from Board Policy)*

To provide and maintain an environment free of any distractions, The Code of Student Conduct, as per Board Policy, is published by Miami-Dade County Public Schools and available on the District’s website in English, Spanish and Creole at [http://ehandbooks.dadeschools.net/policies/90/index.htm](http://ehandbooks.dadeschools.net/policies/90/index.htm) The Code is enforced during school hours and at all school-sponsored events including field trips, athletic functions, and other activities.

**DRESS CODE**
Miami-Dade County School Board Rule 6Gx13- 5C-1.031 states that: Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subject to appropriate disciplinary measures including suspension.
RMEC is a MANDATORY UNIFORM SCHOOL

Robert Morgan students will become productive citizens and leaders of the future. It is important to prepare for college and the workplace; therefore, our students will dress in a manner appropriate for the world of corporate America. Robert Morgan Educational Center’s parent community voted in favor of student uniforms. Implementation and enforcement of a uniform policy will assist us in easily identifying our students and will instill a sense of pride and respect for our school. The uniform policy was developed with representation from staff, students, parents and administration. Violation of the uniform policy will result in detentions. Please adhere to the following regulations:

<table>
<thead>
<tr>
<th>Articles of Clothing</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirt</strong></td>
<td><strong>Polo style shirt or school spirit t-shirt</strong></td>
</tr>
<tr>
<td>the appropriate RMEC Academy patch should be purchased and worn</td>
<td>Solid color polo style with collar, long or short sleeved and must not be oversized. No brand name logos. Acceptable colors are Burgundy, Gold &amp; Black. School spirit t-shirts may be worn in lieu of a polo shirt.</td>
</tr>
<tr>
<td><strong>Pants</strong></td>
<td>Solid color fitted pants must be worn at the waist. Pant legs may not drag on the floor. Pants may not have embellishments, embroidery, patches or holes. Acceptable colors: Black, khaki, and JEANS (Black or Blue, no cuts or holes)</td>
</tr>
<tr>
<td><strong>Undershirts</strong></td>
<td>Undershirts may be worn with shirts</td>
</tr>
<tr>
<td></td>
<td>Solid color t-shirts may be worn underneath an outer shirt. Acceptable colors: Burgundy, Gold &amp; Black</td>
</tr>
<tr>
<td><strong>Outerwear</strong></td>
<td>Sweatshirts, sweaters, or jackets worn over school uniform.</td>
</tr>
<tr>
<td></td>
<td>If this item has a hood, it is not allowed to be worn on the students’ head during school. Outerwear must be RMEC approved as sold by Activities, Clubs, or at Ibiley with distinguishing RMEC patch or logo.</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>Sneakers or other completely closed shoes</td>
</tr>
<tr>
<td></td>
<td>No sandals (i.e. Crocs), open toe, or strapless shoes Acceptable colors: Any</td>
</tr>
<tr>
<td><strong>ID Badge</strong></td>
<td>School issued badge</td>
</tr>
<tr>
<td></td>
<td>ID badges must be clearly visible at all times.</td>
</tr>
</tbody>
</table>

Note:
*For the 2018-2019 school year, ALL students will be expected to comply with the new uniform.*

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, shirtswith 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, midriffs showing, short-shorts, skirts above the knee, and swimwear.

SWEATERS, SWEATSHIRTS, CARDIGANS, T-SHIRTS, JACKETS, ETC. WILL NOT BE ACCEPTED TO HIDE INAPPROPRIATE ATTIRE. 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.

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.

USE OF ELECTRONIC DEVICES (excluding computers, tablets and BYOD)
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 7:20 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 and/or in their lockers during Physical Education class. Robert Morgan Educational Center 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 7:20 AM until 2:20 PM, Monday through Friday, is expressly prohibited. Only during lunch period.
• 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, such as, in passing, during physical fitness activities or in locker rooms will result in behavioral penalties.
• Twenty-four hours after the device is confiscated, the parent or guardian of the student can schedule an appointment with the assistant principal to arrange for the return of the device. The parent or guardian 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.

DELIVERIES TO SCHOOL
Under no circumstances will the educational setting or lunch be disrupted by deliveries. For example, flowers, gifts, balloons, lunch etc. for students will not be permitted.
SCHOOL CENTER FOR SPECIAL INSTRUCTION (SCSI)
As an alternative to outdoor suspension, students will be assigned to SCSI by administration for violation of the Code of Student Conduct. Students assigned to SCSI for disciplinary reasons receive an excused absence from class and are responsible for completing work missed while there. Credit will be given for all work satisfactorily completed.

DETENTIONS
A student may be assigned to detention by an administrator or his/her designee in lieu of or in addition to indoor suspension.

LOCKS AND LOCKERS
Physical education lockers are available for students currently enrolled in a physical education class only. Each student should have his/her own locker. Sharing lockers is not advised. Students should always use a lock to secure their personal items in lockers while participating in their Physical Education class.

PARKING
The staff of Robert Morgan Senior High School will monitor the parking areas; however, Robert Morgan and its personnel cannot be responsible for the safety of these vehicles.

Students must have a parking decal appropriately displayed in order to park in the student parking lot. Decals may be purchased in the Student Activities Office for $5.00 and students must complete a parking decal application. Only students who have purchased parking decals may park in the designated student parking lot.

Students must vacate the student parking lot before 7:15 am. Students are not allowed in the parking lot area during school hours, including the lunch period. Rules and regulations concerning the parking of vehicles will be posted and will be discussed at student orientation. Violation of these rules may result in the loss of parking privileges, fines, or towing.

Parking lots designated for faculty and post-secondary students use are not to be used by others. Students found using the Faculty parking will be subject to disciplinary action. Students who park in the faculty parking may have their parking privileges revoked.

Students are not allowed to park in the visitors parking located in front of the school/building. Violation of this policy will be subject to disciplinary action by the administration which may include suspension of all parking privileges.

Parking Privileges will be revoked as per the discipline plan.

LOST AND FOUND
Students are urged to guard their personal possessions at all times. It is requested that anything that could be valuable to another, e.g., a purse, keys, or eyeglasses, be turned into Student Services immediately. Lost books, when returned, are given to the department who issued them. Students who have lost items should go to Lost and Found, located in the Attendance Office.

CLOSED CAMPUS/CAFETERIA
In 1999 The School Board of Miami Dade County Public Schools implemented the policy of closing all high school campuses during the lunch hour. Leaving the school grounds during lunch violates School Board Rule and will result in suspension from school for a designated period of days and from all extracurricular activities for an entire school year. Students must remain on campus during the lunch period. Food is provided daily in the cafeteria and in other designated areas throughout the campus; however, food is not allowed in the hallways or classrooms. Students are not allowed to order lunch from a takeout vendor to be delivered to the school at lunch time.
Please adhere to the following when placing your lunch order in the cafeteria or exterior lunch windows:

- Remain in a single line,
- No skipping or allowing other students to skip,
- Make only one trip through the food line, and
- Discard trash appropriately.

The Senior Section in the north campus cafeteria is reserved for members of Robert Morgan’s current senior class. Students in grade 9 to 11 may not sit in the booths designated for the senior section unless accompanied by a senior. Violating this rule is a Level I violation of the Code of Student Conduct and subject to disciplinary action.

**MEDIA CENTER**

The Robert Morgan Senior High School Media Center is dedicated to connecting students with information and ideas. The Media Specialist is responsible for the collection of all fees including those for lost or damaged library books.

A fine of 10¢ per day, excluding holidays, teacher planning days, and weekends, is charged on overdue materials from the general collection. Overdue fines will not exceed the cost of the materials.

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. The staff reserves the right to remove any student who behaves inappropriately. No food/drink is permitted in the Media Center.

**FIRE DRILLS**

Fire drills will take place in compliance with the Miami-Dade County Public Schools Policy and Emergency Procedures. When the emergency bell sounds, stop all activity and follow instructions. Promptly clear the building by the prescribed route. Any student outside of his/her assigned classroom when the alarm sounds must exit the building immediately. The student must then locate his/her teacher or an administrator to ensure that all individuals are accounted for. Remain outside the building until permission is given to re-enter.

**ACCIDENT REPORTS**

Any student who witnesses an accident in school or at any school-sponsored activity must report it to the sponsor, administrator, or nearest school official. If the injured student has purchased the student accident insurance, he/she should request an insurance claim from the Attendance Office.

**ELEVATOR**

The school elevator is used expressly by those individuals who are handicapped and cannot use the stairs.

**CLINIC**

The procedure for going to the clinic is as follows:

1. Obtain a pass from your classroom teacher to the Attendance Office.
2. Upon arrival to clinic, Sign-In. Failure to do so will void your visit to the clinic.
3. 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 15 minutes. No medication is to be dispensed according to state law.
4. 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.

**LEAVING CAMPUS**

STUDENTS ARE **NOT** ALLOWED TO LEAVE CAMPUS WITHOUT AUTHORIZATION DURING THE SCHOOL DAY. STUDENTS WHO VIOLATE THIS POLICY WILL BE SUBJECT TO 5 DAYS OF INDOOR SUSPENSION AND ALL ACTIVITIES WILL BE REVOKED, SUCH AS PROM, GRAD BASH, PERFORMANCES ETC. STUDENTS MUST BE SIGNED OUT IN THE ATTENDANCE OFFICE OR BY
AN ADMINISTRATOR IF THEY WISH TO LEAVE SCHOOL.

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.

Florida KidCare – Child Health Insurance You Can Afford!
Getting health insurance for your children before they become sick is very important. Florida KidCare is comprehensive health insurance for children from birth to age 18 who are uninsured.

Any family can apply; the amount you pay is based on income and family size. Most families pay $15 or $20 each month or nothing at all. Many non-citizen children may qualify.

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

Florida KidCare accepts applications all year. No interview is required. You can apply online at www.floridakidCare.org and click “Apply Online Now”. For more assistance, call 1-888-540-5437, or call The Parent Academy 305-995-2680.

FIELD TRIPS
As part of the student’s educational experience, teachers, club sponsors, and the Activities Director may plan field trips. Any time during the school day, before or after school hours, or on weekends that a student or group of students participate in a school-sponsored activity, each student must return a completed field trip form to the teacher/sponsor in order to be allowed to participate.

Classes missed because of the field trip on school time are considered excused absences. Class work missed must be completed in a timely fashion. All students must wear their ID cards during a field trip.

Students participating in a field trip or school-sponsored activity are viewed as representatives of Robert Morgan Senior High School and should behave appropriately. Infractions of school rules during field trips will result in the enforcement of the Code of Student Conduct. If a student is placed on probation the student will not be allowed to participate in field trips until the student returns to good standing. The privilege to participate in an extracurricular field trip including all Senior Events will be revoked if a student earns any days of outdoor suspension.

COMMUNITY SERVICE
For a complete outline of the community service requirements for Robert Morgan Educational Center refer to the Robert Morgan Community Service Packet. You may also speak to any guidance counselor to obtain additional details.

Robert Morgan students are required to complete a total of 100 hours of service: 25 hours in the 9th grade, 25 in the 10th grade and 50 in the 11th grade. Additional hours are encouraged to qualify for scholarships, Silver Knight and graduation recognition. Only hours volunteered after 8th grade promotion can be counted towards high school community service.

In the 4th nine weeks, 9th Grade students must submit a completed log with verification forms to their World History Teacher; 10th Grade students must submit their paperwork to their English teacher and 11th Grade students must submit their paperwork to their US History teacher.
To earn recognition at graduation, hours must be completed and submitted to the student’s counselor before Winter Break in December of their senior year. Seniors with 500 to 999 hours will receive silver honor tassels to be worn at graduation. Seniors with 1000 or more hours will receive gold honor tassels and be designated in the graduation program.

In the senior year, students must make an appointment with their counselor to verify all service hours earned, submit logs and verification letters and have hours documented in their permanent record. Students should keep a copy of everything submitted for their own records.

To ensure that students are doing an appropriate community service project in an approved location, it is recommended that students meet with their counselor, history or English teacher and submit a written project proposal before beginning their service.

ACTIVITIES
In order to attend any activity or purchase tickets (including but not limited to Prom, Senior Breakfast, Grad Bash, etc.), the following conditions must be met:

- Student may not have five (5) or more days of indoor suspension;
- Students may not have any days of outdoor suspension;
- Students may not have twenty (20) or more tardies to school;
- Have ten (10) or more unexcused absences during the current school year;
- Students who lose their privilege to participate after having purchased a ticket are not entitled to a refund nor have the amount applied to another activity or financial obligation;
- Display a valid school ID card at time of purchase; and be in proper school uniform
- Purchase only one ticket for his/her own use. (Exception – for the Prom/Homecoming Events, students may purchase two (2) tickets; however; both students must satisfy all their obligations and arrive together for the event). Guests must be disclosed at the time of purchase and may not be older than 20 at the time of the event.

REFUNDS will not be issued for any reason. Once money has been deposited and the event has been paid for, it is not possible to return monies to ticket purchasers.

Individual activities may have additional policies, rules and requirements not listed here. Please contact the activity sponsor for more information.

SCHOOL-SPONSORED CLUBS
Robert Morgan Educational Center offers membership in various clubs such as honor societies, interest, and service clubs. A club fair will be held at the beginning of the school year. Students who are interested in joining can contact the sponsor for membership information. Students are encouraged to participate and enjoy all school-sponsored functions.

M-DCPS POLICY FOR PARTICIPATION IN ATHLETICS/INTERSCHOLASTIC COMPETITION OR PERFORMANCES
All interscholastic athletics and activities are meant to contribute to the overall academic excellence achieved by a student participant. The following rules and consequences are seen as the basic conditions that must be met by a student who wishes to represent his or her school through athletic/interscholastic competition or performance. Student’s Academy teacher will monitor performance as it relates to school sponsored events. A contract will be utilized to monitor and reinforce the criteria listed below

1. A student must maintain a cumulative 2.00 GPA or higher as specified by s. 1003.43(1) Florida Statutes.
2. A student must receive a minimum 2.00 in conduct each semester.
3. If a student is assigned to SCSI, he or she will be unable to participate in athletic/interscholastic competition or performance on the day(s) on which he or she is assigned. If the assignment to SCSI takes place on/or includes a Friday, the student will be unable to participate in athletic/interscholastic competition or performance during the weekend.
4. Students who are serving an external suspension cannot practice or participate in athletics/interscholastic competition or performance and may be subject to further sanctions or penalties.
5. Students who have a total of ten (10) days suspension will not be allowed to participate in athletics/interscholastic competition or performance for the remainder of the school year.
6. A student who has ten (10) or more absences and/or twenty (20) or more tardies will not be allowed to participate in athletics/interscholastic competition or performance for the remainder of the school year.
7. Any student who is arrested for conduct occurring on or off school grounds will be prohibited from participating in all extracurricular interscholastic athletics and activities for a minimum of ten (10) days.

PERFORMING GROUPS
Dance, drama, and musical groups are a part of Robert Morgan Senior High School. They perform at school-related functions and community events. Students find opportunities to develop their particular talents, express themselves, and serve their school through participation in one of these groups. For further information about a particular group and requirement for membership, contact the instructor. The performing groups include chorus, band, color guard, orchestra, dance, and thespians.

GRAD BASH
All students must leave from Robert Morgan Senior High and arrive together with the school-sanctioned field trip.

HOMECOMING AND PROM EVENTS
Formal attire is required and enforced for both events. Attire that is inappropriate for the occasion or deviates from modesty in the judgment of a school official will result in being denied admission. This includes guests. No refunds will be given for dance dress code infractions in which students or guests are asked to leave or refused admission.

For Boys:
- Boys are encouraged to wear tuxedos or suits including jackets, ties, and vests.
- At a minimum they are expected to wear semi-formal wear such as slacks, nice shoes, socks and a nice shirt.
- Dress shoes are required – SHOES MUST BE FORMAL
- Shirts are to be worn at all times
- Pants should fit properly on the hip and not sag below the waistline

The following will NOT be permitted:
- Jeans or informal attire
- Shorts or torn clothing
- NO SNEAKERS (or anything that resembles a sneaker), NO BOAT SHOES, NO SPERRYS
- No canes allowed in the dance.

For Girls:
Dresses and attire that reflect modesty are required. Should you have a question about appropriate attire please see the Activities Director prior to the event. If you arrive in attire deemed inappropriate by any RMEC faculty member, you will be denied entrance. Having been specifically forewarned, we expect nothing less than full cooperation from girls and their parents on this issue.

This is easily avoidable if the following guidelines are observed:
- Attire should reflect a formal occasion rather than a night on the town or at a dance club.
• Dresses that are too revealing, are skin tight or form-fitting, expose midriffs or cleavage, or are too short in length are not appropriate.
• Dress backs may not be lower than the elbow.
• Dresses may not be any shorter than 3” above the knee (or 3” below the middle finger for taller girls). This includes any slits in the dress. If you purchase a dress with a slit that does not meet those guidelines, you will need to have the slit sewn.
• Dresses must not be too tight or form-fitting. Be aware of the material that gathers and rises when you walk.
• Dresses may not have cut-outs. Covering a cut-out with fabric will not suffice unless that fabric is permanently sewn into the dress.
• Dresses may not be extremely low-cut in the front or back. The front of the dress must not fall below the bra line. Be especially careful with halter-style dresses or strapless dresses with a sweetheart neckline.
• No cover-ups (coats, shawls, sweaters) will be allowed over dresses that do not meet dress code

Claims that a dress was worn at last year’s Prom or at Homecoming, or comparisons to the dresses of other girls already admitted will not be entertained nor discussed. (Claiming that “others were speeding” rarely works when pulled over by police.)

The following will **NOT** be permitted:
• Two-piece formal gowns or pants and top, where the midriff is showing
• Dresses with revealing cut-outs
• See-through gowns (this includes sheer/mesh overlays that do not have material underneath)
• Shorts or Torn clothing

**FUNDRAISERS/SALES**
The Activities Director must approve in advance or in writing the sale of any merchandise on school grounds or at school events. All club members as well as booster members are strictly prohibited from panhandling. No student may sell any items for personal profit. This is a violation of the **Code of Student Conduct** (Level II) and will result in administrative actions.

**STUDENT GOVERNMENT & CLASS OFFICERS**
Every student at Robert Morgan Senior High School is represented by the Student Government/Class Officers. The student body is represented by Student Government Officers at the Educational Excellence School Advisory Council (EESAC). Any student wishing to present before EESAC should consult the Student Government President.

If an officer violates the **Code of Student Conduct** (Level II through Level V), fails to adhere to SGA and Class Office policies, or fails to fulfill his/her duties as determined by the faculty sponsor, the student will be subject to immediate removal from office, and the faculty sponsor will appoint a replacement of his/her choice.

**FRATERNITIES AND SORORITIES**
Florida law expressly forbids membership in fraternities and sororities in high schools. Anyone found to be in such a high school organization is subject to removal from all school activities and must withdraw from such activities or be expelled from school.

Non-school sponsored clubs are reminded that they are not permitted to:
- Sell merchandise on school grounds or at school functions,
- Pledge on school grounds or at school functions, or
- Advertise on school grounds or at school functions.
ATHLETICS
Robert Morgan Senior High School is not funded for an athletic program. Students who wish to participate in athletics may do so at their home schools. Students should contact the Athletic Director or Coach at the home school for information about eligibility, tryout dates, athletic insurance, etc.

INTERNET AND E-MAIL USER POLICY PARENT GUIDE
Access to the Internet through Miami-Dade County Public Schools’ equipment is a privilege, NOT A RIGHT, and inappropriate use, including violation of the Miami-Dade County Public Schools Acceptable Use Policy, will result in the cancellation of the privilege.

Robert Morgan students are prohibited from using the school Internet system to access nonacademic websites. All users are expected to abide by the generally accepted rules of network and e-mail etiquette. Vandalism, bullying and harassment when utilizing the Internet will result in cancellation of all user privileges and the enforcement of the Student Code of Conduct. Game playing is prohibited, as is use for non-academic activities when others require Internet use for academic purposes.
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.

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

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

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

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

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


**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 sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

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: http://crc.dadeschools.net

Rev: 08/2017
## Miami-Dade County Public Schools
### 2018-2019 School Calendar
#### Elementary and Secondary

### July 2018
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For information on employee opt days, please refer to back of calendar.
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<th>ADMINISTRATION WINDOW</th>
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<tr>
<td>July 9-20</td>
<td>Florida Standards Assessments: End-of-Course Assessments Algebra 1 CBT&lt;sup&gt;1&lt;/sup&gt;</td>
<td>FSA EOC</td>
<td>Grades 9-12, eligible</td>
<td>Federal and State</td>
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<tr>
<td>July 26 – 27</td>
<td>Alternative Assessment for Grade 3 Promotion (SAT-10)</td>
<td>AAGTP</td>
<td>Grade 3, retained</td>
<td>State&lt;sup&gt;1&lt;/sup&gt;</td>
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<tr>
<td>August 20 – September 14</td>
<td>Interim Assessment Tests (Baselines): Science</td>
<td>BBA</td>
<td>Grades 5, 8</td>
<td>State&lt;sup&gt;1&lt;/sup&gt;</td>
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<td>August 20 – September 18</td>
<td>Florida VPK Assessment (AP&lt;sup&gt;1&lt;/sup&gt;)</td>
<td>VPK</td>
<td>Prekindergarten</td>
<td>State</td>
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<tr>
<td>August 20 – September 26</td>
<td>Galileo Baseline Assessment for Head Start Students</td>
<td>Galileo</td>
<td>Head Start students</td>
<td>Federal&lt;sup&gt;1&lt;/sup&gt;</td>
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<td>August 20 – October 3</td>
<td>Florida Kindergarten Readiness Screener (STAR Assessment)</td>
<td>FLKRS</td>
<td>Kindergarten</td>
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<tr>
<td>August 20 - October 3</td>
<td>Florida Assessments for Instruction in Reading Assessment Period 1 (AP1)</td>
<td>FAIR-FS</td>
<td>Grades 9-10&lt;sup&gt;1&lt;/sup&gt;</td>
<td>State</td>
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<td>August 27 – September 26</td>
<td>i-Ready Diagnostic Test&lt;sup&gt;2&lt;/sup&gt; (AP1)</td>
<td>i-Ready</td>
<td>Grades K-8&lt;sup&gt;1&lt;/sup&gt;</td>
<td>State&lt;sup&gt;1&lt;/sup&gt;</td>
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<td>August 30 – November 30</td>
<td>Fitness Pretest</td>
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<td>Grades 2 - 12</td>
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<td>September 11-21</td>
<td>Florida Standards Assessments: English Language Arts Grade 10 Retake CBT&lt;sup&gt;2&lt;/sup&gt; Writing Component</td>
<td>FSA ELA RETAKE</td>
<td>Grades 10+, 11, 12, eligible</td>
<td>Federal and State</td>
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<td>September 11-28</td>
<td>Reading/Listening Component</td>
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<td>September 24 – January 25</td>
<td>Preliminary SAT 8/9</td>
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<td>Grades 8 &amp; 9, optional</td>
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<td>District ELA Writing Test</td>
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<td>October 10</td>
<td>Preliminary SAT / National Merit Scholarship Qualifying Test</td>
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<td>Nationally Offered</td>
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<td>November 5 – February 8</td>
<td>Florida Assessments for Instruction in Reading&lt;sup&gt;2&lt;/sup&gt; Assessment Period 2 (AP2)</td>
<td>FAIR-FS</td>
<td>Grades 9-10&lt;sup&gt;1&lt;/sup&gt;</td>
<td>State</td>
</tr>
<tr>
<td>November 7 – 8</td>
<td>Grade 3 Mid-Year Promotion (FTBS)</td>
<td>GTMYP</td>
<td>Grade 3, retained</td>
<td>State&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>November 19 – December 1</td>
<td>Mid-Year Assessments English Language Arts, Algebra 1 and Geometry&lt;sup&gt;2&lt;/sup&gt;</td>
<td>MYA</td>
<td>Grades 9-10, EOC enrolled</td>
<td>State&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>November 26 – December 14</td>
<td>Florida Standards Assessments: End-of-Course Assessments Algebra 1 and Geometry CBT&lt;sup&gt;2&lt;/sup&gt;</td>
<td>FSA EOC</td>
<td>Grades 6-12, eligible</td>
<td>Federal and State</td>
</tr>
<tr>
<td>November 26 – December 14</td>
<td>Florida Next Generation Sunshine State Standards End-of-Course Assessments Biology 1, Civics, and US History CBT&lt;sup&gt;2&lt;/sup&gt;</td>
<td>NGSSS EOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 3 – 21</td>
<td>i-Ready Diagnostic Test&lt;sup&gt;2&lt;/sup&gt; (AP2)</td>
<td>i-Ready</td>
<td>Grades K-8&lt;sup&gt;1&lt;/sup&gt;</td>
<td>State&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>January 7 – April 25</td>
<td>Fitness Pretest</td>
<td>Fitness</td>
<td>Grades 2 - 12</td>
<td>District</td>
</tr>
<tr>
<td>January 9 – January 25</td>
<td>Florida VPK Assessment (AP2)</td>
<td>VPK</td>
<td>Prekindergarten</td>
<td>State</td>
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<tr>
<td>January 22 – February 20</td>
<td>Mid-Year Assessments Science, Biology 1, United States History, and Civics</td>
<td>MYA</td>
<td>Grades 5, 8, EOC enrolled</td>
<td>State&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>January 22 – May 3</td>
<td>Grade 3 Reading Student Portfolio</td>
<td>GTRSP</td>
<td>Grade 3</td>
<td>State&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>January 28 – March 8</td>
<td>National Assessment of Educational Progress Reading, Mathematics, and Science/Urban District Assessment</td>
<td>NAEP/ITUDA</td>
<td>Grades 4, 8, 12, selected schools</td>
<td>Federal</td>
</tr>
<tr>
<td>January 28 – March 23</td>
<td>Assessing Comprehension and Communication in English Language to-State for English Language Learners (ACCESS for ELLs 2.0)</td>
<td>ACCESS</td>
<td>Grades K-12, all current ELLs</td>
<td>Federal and State</td>
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<tr>
<td>February 11 – June 5</td>
<td>Florida Assessments for Instruction in Reading&lt;sup&gt;2&lt;/sup&gt; Assessment Period 3 (AP3)</td>
<td>FAIR-FS</td>
<td>Grades 9-10&lt;sup&gt;1&lt;/sup&gt;</td>
<td>State</td>
</tr>
<tr>
<td>February 25 – March 15</td>
<td>Florida Standards Assessments English Language Arts Grade 10 Retake – Writing and Reading Components CBT&lt;sup&gt;2&lt;/sup&gt;</td>
<td>FSA ELA RETAKE</td>
<td>Grades 10+, 11, 12, eligible</td>
<td>Federal and State</td>
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<thead>
<tr>
<th>ADMINISTRATION WINDOW</th>
<th>DESCRIPTION</th>
<th>ABBREVIATION</th>
<th>PARTICIPANTS</th>
<th>MANDATE</th>
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<tr>
<td>February 25 – April 12</td>
<td>Florida Standards Alternate Assessment English Language Arts and Mathematics Writing Science End-of-Course Assessment (Cloks)</td>
<td>FSA</td>
<td>Grades 3-8&lt;sup&gt;<em>&lt;/sup&gt; Grades 4-8&lt;sup&gt;</em>&lt;/sup&gt; Grade 5 and 8&lt;sup&gt;*&lt;/sup&gt;</td>
<td>Federal and State</td>
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<tr>
<td>March 11 – April 26</td>
<td>Florida Standards Alternate Assessment English Language Arts Writing End-of-Course Assessments: Algebra 1, Biology 1, Geometry, and U.S. History</td>
<td>FSA</td>
<td>Grade 9 and 10&lt;sup&gt;<em>&lt;/sup&gt; Grade 9 and 10&lt;sup&gt;</em>&lt;/sup&gt; Grade 9-12 enrolled&lt;sup&gt;3&lt;/sup&gt;</td>
<td>Federal and State</td>
</tr>
<tr>
<td>April 1 - 12</td>
<td>Florida Standards Assessments English Language Arts – Reading – Paper Florida Standards Assessments English Language Arts – Writing Component – Paper Florida Standards Assessments English Language Arts – Writing Component – CBT&lt;sup&gt;1&lt;/sup&gt;</td>
<td>FSA</td>
<td>Grade 3 Grades 4-6 Grades 7-10</td>
<td>Federal and State</td>
</tr>
<tr>
<td>April 1 – May 31</td>
<td>Trends in Mathematics and Science Study</td>
<td>TIMSS</td>
<td>Grades 4, 8, 12 Selected schools</td>
<td>Federal</td>
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<tr>
<td>April 9 – 12</td>
<td>Stanford Achievement Test, Tenth Edition Reading and Mathematics</td>
<td>SAT-10</td>
<td>Grades K-2</td>
<td>District</td>
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<tr>
<td>April 29 – June 12</td>
<td>Cambridge Advanced International Certificate of Education Examinations</td>
<td>AICE</td>
<td>Grades 9-12, enrolled and registered</td>
<td>Internationally offered</td>
</tr>
<tr>
<td>May 1-14</td>
<td>Florida Standards Assessments English Language Arts – Reading -Paper Mathematics - Paper</td>
<td>FSA</td>
<td>Grades 4 – 6 Grades 3-6</td>
<td>Federal and State</td>
</tr>
<tr>
<td>May 1 – 14</td>
<td>Florida Comprehensive Assessment Test 2.0 Science -Paper</td>
<td>FCAT 2.0</td>
<td>Grades 5 and 8</td>
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<td>May 1-29</td>
<td>Florida Standards Assessments English Language Arts – Reading –CBT&lt;sup&gt;1&lt;/sup&gt; Mathematics – CBT&lt;sup&gt;1&lt;/sup&gt;</td>
<td>FSA</td>
<td>Grades 7-10 Grades 7-8</td>
<td>Federal and State</td>
</tr>
<tr>
<td>May 1-29</td>
<td>Florida Standards Assessments: End-of-Course Assessments Algebra 1 and Geometry CBT&lt;sup&gt;1&lt;/sup&gt; Florida Next Generation Sunshine State Standards End-of-Course Assessments Biology 1, Civics, and U.S History CBT&lt;sup&gt;1&lt;/sup&gt;</td>
<td>FSA EOC</td>
<td>Grades 6-12, eligible</td>
<td>Federal and State</td>
</tr>
<tr>
<td>May 2 – May 24</td>
<td>International Baccalaureate External Written Examinations</td>
<td>IB</td>
<td>Grades 11-12, enrolled and registered</td>
<td>Internationally Offered</td>
</tr>
<tr>
<td>May 6 - 17</td>
<td>Advanced Placement Exams</td>
<td>AP</td>
<td>Grades 9-12, enrolled and registered</td>
<td>Nationally Offered</td>
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<td>May 6 – 31</td>
<td>i-Ready Diagnostic Test (AP3)</td>
<td>i-Ready</td>
<td>Grade K-2, 4-8&lt;sup&gt;*&lt;/sup&gt; eligible</td>
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<tr>
<td>May 8 – May 24</td>
<td>Florida VPK Assessment Assessment Period 3 (AP3)</td>
<td>VPK</td>
<td>Prekindergarten</td>
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</tr>
<tr>
<td>May 20 – June 6</td>
<td>Alternative Standardized Reading Assessment (i-Ready or ITBS&lt;sup&gt;1&lt;/sup&gt;)</td>
<td>ASRA</td>
<td>Grade 3&lt;sup&gt;*&lt;/sup&gt; eligible</td>
<td>State&lt;sup&gt;1&lt;/sup&gt;</td>
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### TESTS GIVEN ON AN AS-NEEDED BASIS

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<tr>
<th>DESCRIPTION</th>
<th>ABBREVIATION</th>
<th>PARTICIPANTS</th>
<th>MANDATE</th>
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<tbody>
<tr>
<td>Acuscreen: Screening for Head Start students new to the program, or students requiring further interventions; conducted within the first 45 calendar days from the date of entry.</td>
<td>Acuscreen</td>
<td>Head Start students</td>
<td>Federal&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Aprenda La Prueba de los Logros en Español Segunda Edición: Placement decision for Gifted Program, Spanish-speaking ELLs.</td>
<td>APRENDA</td>
<td>Grades K-12, eligible (gifted placement)</td>
<td>State</td>
</tr>
<tr>
<td>Battle Development Inventory: Second Edition (Inhal) administered to SPED students within 30 calendar days of student entering PreK program.</td>
<td>BDI-2</td>
<td>PreK SPED</td>
<td>State</td>
</tr>
<tr>
<td>e-Geeks²: Screening for Head Start students new to program must be completed within the first 45 calendar days from the date of entry.</td>
<td>DECA</td>
<td>Head Start students</td>
<td>Federal&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Florida Standards Alternate Assessment (FSAA) - Data Collection Periods: September 2018, November 2018, and March 2019</td>
<td>FSAA</td>
<td>SPED, eligible</td>
<td>Federal and State</td>
</tr>
<tr>
<td>English Language Arts - Reading &amp; Writing</td>
<td></td>
<td>Grades 3–10</td>
<td></td>
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<tr>
<td>Mathematics</td>
<td></td>
<td>Grades 3–8</td>
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<tr>
<td>NGSSS Science</td>
<td></td>
<td>Grades 5 and 8</td>
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</tr>
<tr>
<td>End-of-Course Assessments (Algebra 1, Biology 1, Civics, Geometry, U.S. History)</td>
<td></td>
<td>Grades 9-12 eligible enrolled</td>
<td></td>
</tr>
<tr>
<td>Industry Certification Examination: Federal or state regulatory agency-developed assessment instruments leading to licensure.</td>
<td>ICE</td>
<td>Grades 6-12, eligible enrolled students</td>
<td>Federal and State</td>
</tr>
<tr>
<td>The Iowa Tests (Iowa Tests of Basic Skills and Iowa Tests of Educational Development) Placement decisions for Gifted Program.</td>
<td>ITBS/HTED</td>
<td>Grades K-12, eligible</td>
<td>Federal and State</td>
</tr>
<tr>
<td>ACCEL Option</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Miami-Dade County Oral Language Proficiency Scale Revised: Placement decisions for ESOL Exit ESOL Program (only if exiting KG via an ELL Committee prior to Spring administration of ACCESS for ELLs 2.0.)</td>
<td>M-DCOLPS-R</td>
<td>Grade K, eligible</td>
<td>Federal and State</td>
</tr>
<tr>
<td>Online Comprehensive English Language Learning Assessment: Placement decisions for ESOL Extension of services for ESOL Program.</td>
<td>Online CELLA</td>
<td>Grades 1-12, eligible</td>
<td>Federal and State</td>
</tr>
<tr>
<td>Florida’s Postsecondary Education Readiness Test: Dual Enrollment Placement, Comparative Score for Algebra 1 EOC.</td>
<td>PERT</td>
<td>Grades 9 – 12</td>
<td>State</td>
</tr>
</tbody>
</table>

### COLLEGE ENTRANCE EXAMINATIONS

NATIONALLY OFFERED FOR INTERESTED, REGISTERED STUDENTS

<table>
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<tr>
<th>SAT and SAT Subject Test Dates&lt;sup&gt;1&lt;/sup&gt;</th>
<th>ACT Test Dates</th>
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<tbody>
<tr>
<td>August 25, 2018</td>
<td>March 9, 2019 (SAT Only)</td>
</tr>
<tr>
<td>October 6, 2018</td>
<td>May 4, 2019</td>
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<tr>
<td>November 3, 2018</td>
<td>June 1, 2019</td>
</tr>
<tr>
<td>December 1, 2018</td>
<td>February 9, 2019</td>
</tr>
</tbody>
</table>

<sup>1</sup>SAT Sunday administrations usually occur the day after each Saturday test date for students who cannot test on Saturday due to religious observance.

Notes:
- District selected assessment to comply with state and/or federal mandate.
- Designates computer-based testing only, with paper-based accommodations available for eligible students with disabilities.
- The following students in all schools must participate in progress monitoring, as specified in the calendar:
  - Grades K-8: i-Ready, all students
  - For middle school students enrolled in Algebra 1 and Geometry,
    - ELA only required for students in Tier 2 and 3 schools and optional for students Tier 1 and Tier 1 WATCH schools
    - AP optional (not recommended) for all students
  - Grades 9-10: FAIR: Levels 1 and 2.
  - Grade 11: FAIR: Level 1 and 2.
- For Florida’s Postsecondary Education Readiness Test, dual enrollment placement.

<sup>1</sup>Only includes ESE students exempted from standardized testing at those grade levels.

<sup>2</sup>ESE only required for:
- AP and English Language Arts (ELA) Levels 1 and 2 in grades 3-4.
- Florida’s Postsecondary Education Readiness Test, dual enrollment placement.
- ASRA administered as i-Ready or ITBS for grade 3 students, needed as a promotion opportunity.

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