

ROBERT MORGAN EDUCATIONAL CENTER

18180 S.W. 122 Avenue. Miami, Florida 33177

Phone (305) 253-9920 Fax (305) 253-3023

<http://rmec.dadeschools.net/>

Greg Zawyer, Principal

Robert S. Armand, Assistant Principal

Joseph C. Flannigan, Vice-Principal

Scott W. Neufeld, Assistant Principal

Rachelle Surrancy, Assistant Principal



Post-Secondary Student Handbook

2008 - 2009



The School Board of Miami-Dade County Florida

Mr. Augustin J. Barrra, Chair
Dr. Martin Karp, Vice Chair
Mr. Renier Diaz de la Portilla
Ms. Evelyn Langlieb Greer
Ms. Perla Tabares Hantman
Dr. Wilbert T. Holloway
Ms. Ana Rivas Logan
Dr. Marta Pérez
Dr. Solomon C. Stinson

Student Advisor

Angelique Gayle

Superintendent of Schools

Rudolph F. Crew, Ed. D.

Assistant Superintendent

Neyda Navarro, Region Center VI

Administrative Director

Gisela Feild

Robert Morgan Educational Center

Greg Zawyer, Principal
Ms. Alina Diaz, Vice Principal
Mr. Joseph C. Flannigan, Vice Principal
Mr. Robert Armand, Assistant Principal
Mr. Ricardo Blanco, Assistant Principal
Ms. Linda Lightfoot, Assistant Principal
Mr. Scott Neufeld, Assistant Principal
Ms. Rachelle Surrancy, Assistant Principal
Mr. Giorgio Moro, Coordinator
Ms. Aurea Hurtado, Dental Coordinator
Ms. Pam Cloonan, Business Manager
Ms. Magaly Medina-Perez, Activities Director

TABLE OF CONTENTS

Welcome	1
Counseling Services.....	1
Students with Disabilities	1
Financial Aid	1
Ability-to-Benefit (ATB).....	1
Veteran’s Assistance.....	1
Child Day Care	1
Programs:	
English for Speakers of Other Languages (ESOL).....	1
Adult Basic Education (ABE)	1
General Educational Development (GED)	1
Career Programs – Workforce Development Education	2
Community School Courses	2
Adult Admissions	2
GED Testing	2
Testing Procedures.....	3
Vocational Preparatory Instruction (VPI) (formerly S.A.I.L. Lab)	3
Accidents and Illness	3
Student Organizations.....	3
Fire and Lockdown Drills.....	3
Security.....	4
Dress Code.....	4
Guidelines for Student Behavior	4
Staff Authority.....	4
Parking.....	4
Media Center	4
Bookstore Hours	4
Break Periods.....	4
Lost and Found	5
Fees – Adult Students	5
Refund Policy – Adult Students	5
Visa Students	5
Insurance.....	5
Personal Property.....	5
Public Transportation.....	6
Student Evaluation of Classroom Instruction	6
Visitors.....	6
Attendance Policy.....	6
Food Services	6
Vending Machines and Telephones.....	6
Identification Badges	6

APPENDICES

Policies	A
FERPA	B
2008-2009 Adult/Vocational Calendar	C
2008-2009 Post-Secondary Student Agreement	D

ROBERT MORGAN EDUCATIONAL CENTER

STUDENT HANDBOOK

WELCOME

Welcome to Robert Morgan Educational Center (RMEC). This student handbook, has been prepared to inform you about school programs, general rules and procedures, students services provisions, and about your rights and responsibilities. This information is based upon policies, procedures, and rules instituted by the State Department of Education, Miami-Dade County Public Schools, and Robert Morgan Educational Center.

STUDENTS ARE RESPONSIBLE FOR BEING AWARE OF POLICIES AND PROCEDURES AND FOLLOWING THEM

School Mission

Robert Morgan Educational Center 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.

Nature and Scope of Operations

The adult/career education programs operate under the authority granted by the School Board of Miami-Dade County. A wide variety of programs and classes are offered to meet the needs of the adult students in the areas of career and adult education.

COUNSELING SERVICES

The purpose of the guidance department is to assist students in solving problems and making decisions concerning their course selections, educational and career goals and personal responsibilities. The guidance department offers career, educational, and personal counseling services to all current, prospective and former students. Counselors assist with program decisions, explain test scores, and inform students of the center's policies and regulations. Counselors are available from 7:30 a.m. to 2:00 p.m. Monday through Friday, and from 4:00 a.m. to 8:00 p.m.

STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 States that "No qualified handicapped person, shall, on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal assistance". A disabled individual under Section 504, means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded of having such impairment. If it is determined that an individual is a qualified person with a disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional program.

FINANCIAL AID

There are various financial aid opportunities offered at RMEC that may provide assistance to qualified students enrolled in eligible programs. All applicants must first complete and submit to the federal government a Free Application for Federal Student Aid (FAFSA) that can be picked up in Student Services or the public library or you can file on-line at www.fafsa.ed.gov. For your convenience computers are available in the Financial Aid Office.

ABILITY-TO-BENEFIT (ATB)

For Title IV federal financial aid eligibility purposes a Department approved "ability-to-benefit" test is available. The Financial Aid Office can provide additional information, as well as, register you for this independently administered test.

VETERAN'S ASSISTANCE

Veterans may obtain assistance or information regarding educational benefits and specific regulations from the Veteran Records Clerk at the Financial Aid Office. RMEC complies with all of the regulations set forth by the U.S. Department of Veterans Affairs (DVA). Florida's Bureau of State Approving has also approved the institution for veteran's training in meeting the standards of progress for veteran students.

CHILD DAY CARE

Child care for children (2 ½ to 5 years of age) of staff members and students is available for a limited number of children, from 7:15 a.m. to 2:50 p.m. A minimal fee is charged for day care services. Applications and further information may be obtained from the Child Care Center.

PROGRAMS

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

This program is designed for adults who wish to learn English or improve their English skills. Students will be tested for proper placement and must successfully master competencies in accordance with the Casas Test to progress to the next level.

ADULT BASIC EDUCATION (ABE)

The Adult Basic Education program provides students with the necessary instruction to improve basic skills in Reading, Language Arts, and Mathematics. Students who score below 9.0 on the Test of Adult Basic Education (TABE) are eligible to enroll in this course.

GENERAL EDUCATIONAL DEVELOPMENT (GED) PREPARATION

This program includes review courses that prepare students to pass the General Educational Development Test. Students scoring 9.0 or higher on the TABE, are eligible to register for the GED preparation class.

CAREER PROGRAMS – WORKFORCE DEVELOPMENT EDUCATION

Career programs are Workforce Development educational programs designed to prepare individuals for employment. Job preparatory programs prepare individuals for entry-level jobs in an occupation. Supplementary programs are for individuals who have been employed in an occupation, but need additional training. Certificates are awarded for successful completion of the required course competencies and/or work/hours and appropriate TABE scores (see page 3 for TABE test information).

The following are the Career/Technical education programs offered at the school:

Business Technology Education

Accounting Operations
Administrative Assistant

Family and Consumer Sciences

Early Childhood Education *Child Development Associate (CDA)*

Health Science Education

Dental Assisting
Medical Assisting *Patient Care Technician*
Practical Nursing

Industrial Education

Air Conditioning, Refrigeration and Heating Technology *Cosmetology*
Applied Welding Technology *Facial/Nail Specialty*
Architectural Drafting *Electronic Technology*
Automotive Collision Repair and Refinishing *Heavy Duty Truck and Bus Mechanic/Diesel Equipment Tech.*
Automotive Service Technology *Advanced Automotive Tech. / Honda PACT*
Building Construction Technology *Major Appliances and Refrigeration Repair*
Commercial Foods and Culinary Arts
Computer Systems Technology

COMMUNITY SCHOOL COURSES

The following community school courses are available for a fee:

Cake Decorating *Child Care Training Courses*
16-Hour ASE Recertification Classes

ADULT ADMISSIONS

State Board Rule limits enrollment in adult education programs to individuals who have legally left elementary or secondary school and have reached the age of 16. Students 16 years or older, who wish to attend adult education courses in addition to their regular high school classes, may enroll with a Credit Certification Form for Adult Education. If the student is not 18 years of age or older, the form must be signed by a parent or legal guardian.

GED TESTING

The GED test battery is a series of five separate tests offered in English or Spanish. Successful passing of these five areas will result in the award of a State of Florida High School Equivalency Diploma. The five tests are Language Arts, Writing, Mathematics, Science, and Social Studies. The entire test battery takes approximately eight hours to complete and is scheduled over a two-day period at designated Centers and specified times.

1. REQUIREMENTS TO TAKE THE GED TEST

MINIMUM AGE – Any candidate shall be at least 18 years of age on the date of the examination. Exceptions may be granted in extraordinary circumstances such as health problems, financial problems, or other such instances of hardship. The exceptions apply only if the candidate resides in Miami-Dade County.

- a. Students under the age of 18 who are applying for the administration of the GED examination must apply, with parental approval, in writing, to the appropriate school principal, specifically citing extenuating circumstances, which represent extreme hardship.
- b. In the event that out-of-school youths between the ages of 16 and 18 request GED age waivers from an adult education center for testing and recommendation by adult principals and approval by the Superintendent. The center will administer the GED Practice Test to determine the student's readiness to complete the GED test successfully. Upon recommendation by the Adult Education principal, the request will be forwarded to the Superintendent, Office of Adult/Vocational, for approval.

2. HOW TO APPLY

Candidates must complete the State Application form AE – 7, located in the GED Registration Office, Room 11-128. Information requested on the application refers to essential personal data, education, training records, and residence. Candidates must provide either a State of Florida Driver's License or State of Florida Identification Card. Candidates must also bring their social security cards for further verification of identity. Check with the GED Registrar for test fees.

Students who fail no more than two subjects of the test battery need to retake only that portion of the battery failed. If a student fails more than two parts, the entire battery must be retaken.

TESTING PROCEDURES FOR THE TEST OF ADULT BASIC EDUCATION (TABE)

All students must be tested within the first six weeks of registration using the Test of Adult Basic Education (TABE).

The TABE is to be given whether or not the student holds a high school diploma or GED. Exceptions to this procedure are noted below:

- Students possessing an Associate or higher degree.
- Students successfully passing the College Level Academic Skills Test (CLAST).
Note: Student must have official documentation of degree or test scores.
- Students enrolled in continuing workforce education classes (vocational supplemental).

Basic skills requirements for career education are exit requirements. A student may enter a vocational program before reaching the minimum basic skills level; however, **will not receive a certificate of completion until basic skills requirements are met.** Remediation is provided through the Vocational Preparatory Instruction (VPI) Lab.

If a student who has been attending the VPI Lab is re-tested and fails one or more sections of the TABE, he/she must wait six weeks before re-testing. If, in the opinion of the Lab Manager, a student is prepared to re-test, the six-week rule may be waived, but only **once**. The school where the remediation occurs must administer the re-test. Scores on the TABE are valid for two years. However, if the student has been enrolled for more than two years without a break of one year or longer, test scores remain valid (see below for information on the VPI Lab).

Check in the Student Services Department for the testing schedule.

VOCATIONAL PREPARATORY INSTRUCTION (VPI)

Vocational Preparatory Instruction (VPI) prepares students for academic, technical and personal success. The VPI system is based upon the assessed needs of the individual and the academic and employability requirements related to Florida's Comprehensive Vocational Education Programs. It provides:

- Career assessment designed to assist persons with special needs in identifying vocational interests, aptitudes, and learning styles.
- Individualized basic skills related instruction to educationally disadvantaged students (including Limited English Proficient individuals) whose basic skills deficiencies may prevent success in vocational job preparatory programs of their choice.
- Employability behavior instruction for job acquisition and job retention.

ACCIDENTS AND ILLNESS

According to Risk Management procedures, student accidents must be reported to the office and **an accident report must be filed in the office on the day the accident occurs.** Emergency assistance will be provided as needed (contact home or Emergency Rescue).

STUDENT ORGANIZATIONS

Adult students are encouraged to join and actively participate in school activities such as: Skills USA/VICA (Vocational Industrial Clubs of America); HOSA (Health Occupations Students of American); PHI Beta Lamda and; FCCLA (Family Career and Community Leaders of America). Your instructor can tell you how to join these organizations.

FIRE AND LOCKDOWN DRILLS

Fire and lockdown drills are required of all Miami-Dade County Public Schools throughout the year.

FIRE DRILL PROCEDURES

1. A warning bell will be sounded (a series of 3 bells). Teachers will escort students quickly and quietly out of the building according to the routes posted in each room. Leave the building immediately.
2. Students should take purses and valuables with them and remain 100 feet from the building until the "all clear" bell is sounded.
3. Teachers are to inform the school's administration if they have disabled students that may need assistance during a fire drill.

LOCKDOWN PROCEDURES

1. A **Code Red** will be announced on the P.A. System.
2. Teachers are to lock all doors and not allow any student in or out of the classroom until directed to.

SECURITY

Security personnel are employed to ensure the protection and safety of students, faculty, staff and the general facility. Your cooperation with those persons hired for your security will permit them to do their jobs effectively. All students are requested to leave campus promptly at dismissal.

No visitors or children are allowed in class without previous administrative approval.

DRESS CODE

Students are encouraged to give proper attention to personal hygiene and grooming. Items of clothing, which interfere with health, safety, and the orderly learning environment of the school are prohibited. Such a standard of dress and appearance is in effect at all school-sponsored activities.

Students who are not appropriately dressed for school will not be permitted to attend classes. **Hemlines must extend below mid-thigh.** The following are strictly prohibited: **tank tops, tube tops, spaghetti straps, exposed backs, bare midriffs, undershirts, offensive slogans and/or pictures, short shorts, skorts, radios, and cassette/cd players. Cell phones and pagers are not to be used on-campus.**

Student's Code of Conduct

The code of Student Conduct applies to all school related events, on or off school grounds. Students who commit a breach of conduct or continued defiance of school authority and policies may lose educational privileges by suspension and/or expulsion. Such offenses include, but are not limited to:

1. Extortion
2. Robbery and/or Theft
3. Gambling and/or Gambling Devices
4. Sex Violations and/or Lewd Acts
5. Possession of Mood Modifiers or Drugs
6. Possession of Cocaine and/or Other Mood Modifiers or Drugs
7. Sale or Distribution of Mood Modifiers or Drugs
8. Use of Mood Modifiers, including Alcohol
9. Arson
10. Aggravated Assault and/or Battery
11. Battery (Staff Member) and/or Assault
12. Possession and/or Concealment of Weapons or Firearms

The use of abusive or profane language in school and or at school activities is prohibited! Unacceptable student behavior also includes the use of tobacco products on campus. Offenders may be excluded from classes or from school.

The acts of theft, damage to property, assault and/or menacing others are violations of the law. Students participating in such behavior may be referred to the appropriate law enforcement authorities. **Criminal assaults and felonies will be referred to law enforcement authorities.**

For more information you can refer to <http://rmec.dadeschools.net/> Code of Conduct for Adult Students.

STUDENT GRIEVANCE PROCEDURE

When questions about procedures, decisions or judgments arise, students are urged to discuss the situation with their immediate instructor or staff member. Counselors are available for further discussions and resolution of differences. Students also have a recourse to a more formal appeal process with a school site administrator. Students are urged to review the Student Handbook and the Code of Student Conduct, in the Student Services Office, Media Center and the classrooms. More information can be found on the General Catalog at <http://rmec.dadeschools.net/>.

STAFF AUTHORITY

Students must courteously and respectfully comply with the reasonable requests of any teacher, staff member, or administrator in or out of the classroom. Students are also expected to give their names if asked, by any staff member. Failure to comply with the directions of school personnel acting in the performance of their duties will subject the student to immediate disciplinary action.

PARKING

Parking is permitted in the designated areas. Students should make certain that their vehicles are parked properly so as not to block the exit, other vehicles, driveways, gates, or the area for handicapped persons. Improper parking may result in your vehicle being towed away or ticketed. The school shall not be responsible for vandalism or damage to automobiles or other vehicles parked or operated on school property.

PARKING LOTS DESIGNATED FOR FACULTY ARE NOT TO BE USED BY STUDENTS

MEDIA CENTER

The Media Center is the focal point for the storage and utilization of printed and visual materials relating to the various subject areas. Students can visit the Media Center during regular operating hours or when assigned by an instructor to do special research or study relating to ongoing classroom curriculum.

HOURS OF OPERATION

Monday through Friday
8:00 a.m. – 2:00 p.m.

EVENING HOURS

Tuesday / Thursday
6:00 – 9:00 p.m.

BOOKSTORE HOURS

Monday, Thursday and Friday
Daytime Hours 10:00 a.m. – 11:30 a.m.
Afternoon Hours 2:30 p.m. – 3:00 p.m.

Tuesday and Wednesday
Afternoon Hours 2:00 p.m. – 3:00 p.m.
Evening Hours 5:30 p.m. – 6:30 p.m.

BREAK PERIODS

Students must adhere strictly to break and mealtime periods as stipulated by administration. **NO EATING, SMOKING OR DRINKING IS PERMITTED IN THE CLASSROOM, SHOP, LABORATORY AREAS AND PARKING LOTS.**

LOST AND FOUND

A lost and found bin is maintained in the Student Services office. Ask for assistance at the front desk. Students are requested not to bring expensive personal items or large sums of money to school. The center cannot accept responsibility for any losses that students may incur.

FEES – Adult Students

Class fees are payable at the time of registration. Tuition fees are paid per trimester. The tuition amount varies according to class contact hours. Tuition fees are prorated 22 days after the beginning of the trimester and again 50 days later. Prorated fees do not apply to short term classes. **Tuition partial payment arrangements are made with registration personnel when necessary.**

There is a one-time non-refundable \$15.00 applications fee for first-time students in career programs.

Money orders, cash and credit cards are acceptable forms of payment.

Students are required to pay for their books, personal supplies, and uniforms as needed.

Tuition fees are regulated by the Florida State Legislature and therefore could be subject to increase from one school year to the next, and in exceptional instances, may increase during a school year.

1. Tuition charges are as follows:
 - a. A full registration fee is charged from the first day of the trimester throughout the 21st day.
 - b. Seventy-five percent of the fee is charged from the 22nd through the 49th day.
 - c. Fifty percent of the fee is charged from the 50th day through the end of the trimester.
 - d. Students registering for short-term classes will pay a course fee based upon the duration of the course and the total hours of the class.
2. If a student fails to pay fees, the student will be withdrawn and any unpaid balances will be the student's obligation to pay. Until these owed fees are paid a financial hold is placed on the student's account and he/she will not be able to register at any Miami-Dade County Public School until satisfied.
3. Non-resident students are not eligible for partial payments because of federal immigration policies.
4. Special fees and liability insurance fees are not refundable.

REFUND POLICY – Adult Students

Applications for refund, where applicable, must be submitted to the Registration Department.

The student must present his/her original registration receipt and ID card when making an application for refund. The refund will be issued in the appropriate manner as either check or credit card refund. Cash, will be refunded by check and will be sent by mail to the student's current address. Credit Cards will be return to the same credit card (receipt required).

1. If the student initiates his/her withdrawal from the school, the following School Board refund policy applies:
 - a. Before start of class – full refund of course and non-resident student fee, no refund of any special fees paid.
 - b. Within 14 calendar days after start of class – 50 percent refund of course and non-resident fee, no refund of any special fees paid.
 - c. After 14 calendar days of the start of class – no refund of any special fees paid.
 - d. Partial Payment is not refundable

No refunds will be issued unless the student has the original receipt.

1. If the student is withdrawn from the school as a result of administrative action, the student is not entitled to a refund.
2. Withdrawal because of class closing: If a class is closed due to low enrollment the student could be transferred to another class or entitled to a prorated refund upon completion of the proper forms.
3. Students transferring to a higher priced class will be required to pay the difference at the time of the transfer
4. Students transferring to a lower-priced class will:
 - a. Be entitled to a refund of the difference if the transfer occurs within two weeks from the date of registration.
 - b. Not be entitled to a refund if transfer occurs after two weeks from the date of registration. If a student has received a refund for a class
 - c. and wishes to re-enroll, the student's tuition will be charged according to the fee schedule in effect at that time.

VISA STUDENTS

Visa students, who are non-immigrants with F-1 or M-1 visas from other countries, are authorized by Miami-Dade County Public Schools to attend career courses. The Adult Foreign Student Office must clear admission and registration activities. Visa students must be enrolled full-time.

INSURANCE

A student accident plan, selected by the School Board, is made available on an optional basis to all students. The plan is required for students enrolled in Health Science Educational Classes.

PERSONAL PROPERTY

The school assumes no responsibility for the personal property of students.

PUBLIC TRANSPORTATION

Public Transportation is available every day until 10:30 p.m. Check the bus route through Miami-Dade Transit.

STUDENT EVALUATION OF CLASSROOM INSTRUCTION

Students have the right to evaluate classroom instruction. Such evaluations shall be treated as privileged material for the teacher and are to be used for the improvement of instruction.

VISITORS

Anyone who is not currently enrolled in school will not be permitted within the building unless the office has issued a pass. Passes will not be issued for the purpose of visiting students in the classrooms. Visitors are not allowed to loiter in the parking areas.

NOTICE

You are hereby informed that State Laws, Metro Ordinances, and School Board Rules prohibit trespassing on school property. Loitering or prowling on or around school property is also prohibited. A trespasser is anyone on school property who: (1) is not a currently enrolled student or employee of the school; (2) does not have legitimate business on campus; (3) is not a parent or guardian of a student currently enrolled in the school; (4) students who are currently on outdoor suspension.

The following acts are also prohibited by ordinances and rules:

1. Possessing or consuming alcohol or drugs.
2. Possessing any weapon (knife, firearms, etc.)
3. Making any noise (horns, radios, yelling, vehicle alarms, etc.) loud enough to disrupt ordinary school routine.
4. Smoking on school grounds or in the school building. There are no exceptions.
5. Assaulting any school employee or student.
6. Parking on sidewalks, in fire lanes, or blocking other vehicles.
7. Bringing children on campus except to the main office or child care center if registered.
8. Visiting friends during, before, or after break; all visitors must be cleared by the main office.

The Miami-Dade County Public Schools officers on duty at this school have been instructed to strictly enforce the above laws.

ATTENDANCE POLICY (Adult Students)

Adult students are automatically withdrawn for lack of attendance when the student is absent for six consecutive class meetings in vocational classes and four consecutive class meetings in Adult General Education Courses.

Veterans utilizing V.A. benefits may lose their benefits after the third unexcused absence of any month; these absences do not need to be in succession.

For Financial Aid purposes students must maintain adequate attendance to meet the Standards of Academic Progress (SAP). Students with poor attendance take the risk of losing Title IV eligibility.

FOOD SERVICES

For adult students, lunch and dinner is prepared by the students in the Culinary Arts program for a nominal fee.

VENDING MACHINES AND TELEPHONES

Hallway pay phones are available in the Mall area. Vending machines are available in the Mall area and in the cafeteria.

IDENTIFICATION BADGE

Adult students must purchase an I.D. card for \$2.00 each trimester. This card must be worn and visible at all times while on campus.

ROBERT MORGAN EDUCATIONAL CENTER
2008 — 2009 GENERAL ADULT STUDENT AGREEMENT

I hereby acknowledge that I have received, read and will comply with the policies and regulations as stated in the 2004 — 2005 General Adult Agreement and Student Handbook in addition to the Code of Student Conduct.

I understand the following information and will comply with the policies and procedures as prepared by Robert Morgan Educational Center.

Student's Name (Print)

Student's Signature

Date

Social Security Number

Course Name

Teacher's Name

ATTENDANCE

Students cannot benefit from a class they do not attend. Student's attendance is counted from the first day the class meets. Student attendance will affect successful completion of the selected program. Excessive tardiness will also affect student progress in their class.

Students that are absent six consecutive class meetings will be automatically withdrawn and must re-enroll in the course.

STANDARDS OF STUDENT CONDUCT

All Miami-Dade County Public Schools students must adhere to the Code of Adult Student Conduct. Students who create or are involved in any type of disturbance, distraction or in any way interfere with the education or well being of others in class, building or on school property will be referred to the office for a conference for disciplinary action. If school officials decide that the event is serious enough, involving a violation to Group III to VI of the Code of Adult Students Conduct, the student will be removed from the school property and withdrawn.

In order to maintain a secure building and a safe learning environment, ALL STUDENTS ARE REQUIRED TO WEAR A PHOTO I.D. WHILE ON SCHOOL PREMISES. During registration, all adult students will be charged \$2.00 each trimester for a photo I.D. Students that fail to wear their I.D. [will be excluded from class. There are no exceptions.

BOOKS AND BOOKSTORE

Students are responsible for purchasing the required textbooks and materials for their scheduled class/es. All books must be purchased within three (3) weeks after registration. Textbooks are needed to complete class assignments and to successfully complete curriculum standards for the class.

DRESS CODE

Student will dress in an appropriate manner. Biker's shorts, short shorts, hats, tank tops, halter tops and top/fringed clothing are prohibited on school property. Students dressed in an inappropriate or distracting manner will be referred to a counselor. If the student continues to dress inappropriately, the student could be subject to disciplinary action.

SMOKING

All Miami-Dade County Public School buildings have been designated as non-smoking areas. There is to be no smoking in any area of the building, including classrooms, hallways, courtyards, bathrooms, cafeteria and all other areas of the school property.

ELECTRONIC DEVICES

Beepers, cellular phones, radio, headphones and any other such devices are not permitted on any Dade County Public Board's property. Any such devices will be confiscated by the administrator, and the student who has the device in his or her possession and/or the owner will be referred to the site administrator.

VISITORS

Only currently registered students are permitted in the school building and on the school campus. Visitors must report to the front office for any information or assistance. Children are not allowed on campus at any time without prior administrative approval.

TELEPHONES

Pay phones have been provided for student use. Students must have the correct change to use pay phones. The school office cannot provide change. Office phones are for school employees and school business only.

CONCEALED MATERIALS/MOOD MODIFIERS

Students will not carry or conceal any material that is prohibited by law or that would detract from the educational process. Authorized school personnel have the right to search if there is indication of weapons, stolen goods, contraband, illegal substances or mood modifiers. Any person determined to be under the influence of such a substance will be removed from the school premises and officially withdrawn from class in accordance to the Code of Student Conduct.

NOTICE

You are hereby informed that State Laws, metro Ordinances and School Board Rules prohibit trespassing on school property. Loitering or prowling on or around school property is also prohibited. A trespasser is anyone on school property who: (1) is not a currently enrolled student or employee of the school; (2) does not have legitimate business on campus or; (3) is not a parent or guardian of a student currently enrolled in the school.

The following acts are also prohibited by ordinances and rules:

1. Possessing or consuming alcohol or drugs.
2. Possessing any weapons (knife, firearms, etc.).
3. Making any noise (horns, radios, yelling, vehicle alarms, etc.) Loud enough to disrupt ordinary school routine.
4. Smoking on school grounds or in the school building. There are no exceptions.
5. Assaulting any school employee or student.
6. Parking on sidewalks, in fire lanes or blocking other vehicles.
7. Bringing children on campus except to the main office.
8. Visiting friends during, before or after break: all visitors must be cleared by the main office.

The Miami-Dade County Public Schools Police officers on duty at this school have been instructed to strictly enforce the laws.