

## ADMINISTRATIVE STAFF

Mr. Stephen Papp.....	Principal
Ursula Garbutt, Ed.D.....	Assistant Principal
Mr. Alex Gonzalez .....	Assistant Principal
Ms. Jodie Jové.....	Assistant Principal

### ALL STUDENTS ARE EXPECTED TO:

- A. Arrive to school and to each class on time.
- B. Come to school prepared with materials and assigned work ready to be engaged in the teaching and learning process.
- C. Show respect for themselves, their peers, their teachers, the school facilities, and all other members of the school community.
- D. Complete make-up assignments for classes missed, as long as an excused absence has been provided by the student, within a reasonable time established by the teacher.
- E. Exhibit exemplary conduct at special activities such as sporting events, assemblies, productions, and any other school event.
- F. Adhere to the student dress code/uniform policy daily.

### My School Online (MSO) STUDENTS ARE EXPECTED TO:

- A. Log into live sessions with their teachers every scheduled school day.
- B. Attend online class as scheduled.
- C. Be prepared to start online classes on time.
- D. Demonstrate appropriate digital citizenship behavior while online.

## POLICY ON STUDENT DRESS CODE /UNIFORM POLICY

American Senior High School is a uniform school. All students **are required** to be in uniform every single day. Failure to wear a uniform is a violation of the code of student conduct. Students out of compliance will be subject to disciplinary action. Students who are part of a specific club/group (e.g. cheerleading, JROTC, etc.) may wear their club/group uniform on days when a school-sponsored activity is taking place. During these instances, club/group sponsors will notify students.

An initial I.D. will be free to all students; all replacement I.D.s will cost five dollars. **Student I.D. badges are mandatory – no exceptions. If a student fails to wear their I.D. badge, there will be disciplinary action.**

**NO HEADGEAR ALLOWED** (e.g., hats, caps, doo rags, headscarves, sweatbands, etc.). The only acceptable headgear is a blue or red American Patriot skullly available for purchase or religious headgear/head coverings.

**ACCEPTABLE TOPS: Solid red, white or navy polo shirts with collar** are required. Students can also wear any official school sponsored club or team shirt. Blood drive shirts are NOT school shirts and will not be allowed. **Solid red, white, or blue jackets/sweaters are permitted.** Hoodies are not allowed in the building.

**UNACCEPTABLE TOPS: Striped shirts, bare midriffs, tube tops, bare backs, sleeveless shirts, spaghetti-strap tops, plain t-shirts and see-through shirts.**

**ACCEPTABLE BOTTOMS:** All bottoms must be waist-level and be either **classic khaki** or **navy-blue Docker**-style pants or knee-length cargo shorts. Blue jean pants are permitted; however, jeans **MUST NOT**: 1. Be any color other than blue; 2. Be Stone-wash; 3. Be ankle-length, capri, shorts, skirts, or fringed at the bottom; 4. Contain any rips, shreds, tears or holes even if there is fabric behind the rips, shreds, tears, or holes.

**UNACCEPTABLE BOTTOMS:** Capri pants, ankle pants, jeggings, leggings, baggy pants, sweatpants, skirts, skorts or shorts (unless they are the knee-length, approved cargo shorts).

**FOOTWEAR:** Only shoes with **backs or sneakers** are permitted. Flip-flops, slides, sandals, strapless shoes, crocs or backless shoes are not allowed. **Students in the nursing program are exempt from the no croc rule when they are dressed in their nursing scrubs/attire.**

**MSO STUDENTS:** Students are expected to be **visible on camera** and **wearing uniform tops** during synchronous online sessions on **Microsoft Teams and Zoom.**

### **CELL PHONES/ELECTRONIC DEVICES**

An electronic device is defined as any mechanical or electrical device that is capable of playing, recording, storing, or transmitting sounds, images or data. It is strongly recommended that students secure all electronic devices at home or in their car. **Miami-Dade County Public Schools or American Senior High School assumes no responsibility for devices lost, stolen or confiscated.** The operation and use of an **unapproved** electronic device by a student during instructional periods, academic assessments, or standardized tests are prohibited and will result in severe academic and behavioral penalties. **Electronic devices** that are seen or heard by an M-DCPS representative will be **confiscated and returned** to the parent under one of the following conditions: Twenty-four hours after the device was confiscated, the parent may come after school between 2:35 p.m. and 3:00 p.m. to recover the device by contacting the appropriate administrator. **Devices that are not recovered within 60 days will be donated to a local charity.** Repeated violations of this policy will subject the student to progressive disciplinary action as defined in Code of Student Conduct.

Students that are in **need of a school-issued electronic device** for MSO online learning should email [PR7011@dadeschools.net](mailto:PR7011@dadeschools.net) and await a scheduled time to pick up the device.

### **POLICY ON SCHOOL ATTENDANCE**

#### **ABSENCES FROM SCHOOL:**

##### **ABSENCES 1 THROUGH 5:**

Students must bring a note within 72 hours of an absence (3 days), in order to excuse the absence and be eligible for make-up work from teachers. **Admits are provided in the Attendance Office between the hours of: 6:30 a.m. - 7:10 a.m. and 12:00 p.m. - 12:40 p.m.**

#### **REASONS FOR EXCUSED ABSENCES:**

1. Illness of self
2. Death in the family
3. Immigration or court appearance
4. Medical appointment/hospitalization
5. Religious observance
6. Approved school-sponsored event
7. Military connected students (absences must be preapproved by the Principal)

MSO daily school attendance **will be taken every scheduled school day** during the students' first class of the day. Students are to be counted in attendance only if they attend the online class or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

A student is considered tardy to school if the **student is not present at the moment the attendance is taken for the first class assigned**. If a student is not present when school attendance is taken but is present later in the school day for another assigned class, that student must be considered in attendance, but tardy to school, and the absence should be changed.

MSO students that are absent from class sessions on Microsoft Teams and Zoom need to **email Mr. Alex Alvarez ([aalvarez08@dadeschools.net](mailto:aalvarez08@dadeschools.net)) from their school email** in order to excuse the absence and be eligible for make-up work from teachers. Student's school email can be located on the student portal.

### **REASONS FOR UNEXCUSED ABSENCES:**

1. Absences due to illness of others
2. Absences due to vacations, personal services, local non-school event, program or sporting activity
3. Absences due to older students providing day care service to siblings
4. Absences due to non-compliance immunization requirements

**6 – 10 ABSENCES:** Once a student reaches 6-10 absences, **OFFICIAL DOCUMENTATION** is required to make the absences excused from a healthcare provider.

**ABSENCES OVER 11:** Once a student reaches 11 unexcused absences, truancy procedures will be implemented.

**“NO CREDIT” DEFINED (NC):** A “No Credit”, “NC”, means that you passed a class, but due to unexcused absences, your credit was withheld. School Board Rule 6Gx13-5A-1.041 States that:  
*“A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class absences in a designated semester course will have quarterly, semester, and final grades withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. The teacher is not required to provide make-up work due to unexcused absences. However, the Attendance Review Committee may assign an educationally-related activity to mitigate the loss of instructional time.”*

Please keep in mind that on block schedule days, one absence is equal to 2 hours of instructional time (or 2 days). **IMPORTANT: ANY STUDENT CAUGHT ATTEMPTING TO SUBMIT FORGED AND/OR FALSIFIED DOCUMENTATION WILL BE SUBJECT TO DISCIPLINARY ACTION BY ADMINISTRATION.**

### **POLICY ON TARDY PROCEDURES (HOMEROOM)**

Students are considered tardy if they are not in class and in their seat by 7:20 a.m. If a lockout is called, students will report directly to the designated area to be issued a pass/consequence in order to return to class. On non-lockout days, students will report directly to class until 7:20 a.m. After 7:20 a.m., students must report to the attendance office for a tardy pass. **Students will not be allowed into class without a tardy pass after 7:20 a.m.** The procedure will be as follows:

## UNEXCUSED TARDY

- Students who are late to school will receive a lunch detention **OR** an after-school detention.
- After 3 unserved detentions, the student will receive a **MANDATORY** lunch or after school detention.
- If the mandatory lunch or after school detention is not served, the student will receive a **MANDATORY** Saturday School detention or indoor suspension (parent contact will be made).
- If the Saturday School detention is not served, it will trigger a parent conference and **TWO** Saturday School detentions.
- If the student fails to comply with the Saturday School detentions, the student will be subject to the Alternative to Suspension Program at Parkway (NOTE: Transportation will not be provided).

**MSO Students must log into their teacher's live sessions** with their teachers within the first ten minutes of the class session. Students who do not log into the live sessions with their teachers at the predetermined time may be marked as tardy. A student is considered tardy to class if the student is **not present at the moment the attendance is taken**.

## EXCUSED TARDY

Excused tardies do not count towards the tardies listed above. Students with an excused tardy must report **directly to the attendance office with official documentation or accompanied by parent or guardian**. Reasons for excused tardies are:

1. Doctor's Appointment
2. Court Appearance/Immigration Appointment
3. Car Accident
4. Late bus
5. Parent/Guardian conference with Administrator

Proof or documentation must be provided upon your arrival to school in order to obtain an Excused Tardy Pass. Students with an **excused tardy (not warning)**, will be allowed to make up work missed due to the tardy. Once a student has accumulated 20 excused tardies, they must provide a note from a healthcare provider to receive an excused tardy when accompanied with a parent; otherwise, the tardy will be unexcused.

## MAKE-UP WORK AFTER AN EXCUSED ABSENCE/TARDY

No work, quizzes, tests, homework etc. may be made up or turned in if an absence or tardy is unexcused. Additionally, it is the responsibility of the student to request make-up work from teachers. This request must be done by the student the first time that the student reports to class immediately after the absence/tardy.

## LOCKOUTS

Lockouts are conducted at any time throughout the day. Students are given a 50-minute lunch and 5 minutes to get to class; therefore, there is no reason to be late after lunch. Students with continuous infractions will be administratively assigned to indoor suspension.

## DETENTIONS

Detentions will be held as follows:

- **Before school** in room 131 from 6:20 a.m. - 7:00 a.m.
- **During lunch** in room 4401 at 12:10 p.m. (this allows students sufficient time to get their lunch).
- **After school** in the Auditorium from 2:30 p.m. to 3:30 p.m.

## SATURDAY SCHOOL

Saturday School is designed as an alternative to suspension. The hours are from 9:00 a.m. 11:00 a.m. and students must be on time in order to be admitted into the program.

## SATURDAY SUCCESS ACADEMY

Saturday Success Academy is a free tutoring program, separate from Saturday School, where students attend voluntarily in an effort to get assistance with FSA/EOC/ACT/SAT assessments. Dates and times for Saturday Success Academy are forthcoming.

## EARLY DISMISSAL FROM SCHOOL

No student may be signed out of school unless the person signing out the student is on the Emergency Data Card, **NO EXCEPTIONS!** If the name does not appear on the emergency data card, the student **will not be dismissed from school**. A valid picture I.D. is required in order to sign a student out of school. **THE OFFICE WILL NOT CALL ANYONE FOR VERBAL PERMISSION.** It is vitally important that parents make sure that all records are updated and that an emergency data card is on file. Information update/changes forms are available in the Attendance Office. **STUDENTS WILL NOT BE SIGNED OUT BEFORE 9:00 A.M. OR AFTER 1:50 P.M.**

## POLICY ON LUNCH

American Senior High School is a closed campus for lunch. **NO EXCEPTIONS. Any student caught leaving campus or returning to campus during lunch will be subject to disciplinary action.** In addition, students are **NOT ALLOWED** to receive any type of food during the official school day from any outside person or company.

## POLICY ON PARKING AND TRAFFIC REGULATIONS

Students are to park in designated areas only. Students are not to loiter or congregate in the student parking lot. Students found in the parking lot during classes and/or between classes will be subject to disciplinary action. Any student using the parking areas will be required to purchase a decal. **The cost of the parking decal is \$ 20.00.** Any parking violation will result in the loss of parking lot privileges, a ticket, car being towed at owners' expense, or all of the above.

## STUDENT PARKING DECALS

Students can purchase a parking decal from the Athletic Director for \$20. Decals will only be sold to 11<sup>th</sup> and 12<sup>th</sup> grade students. An announcement will be made when sales begin. Student parking is only allowed in the student parking lot. Student cars parked in the staff parking lot will be towed at owners' expense.

## **SCHOOL RESOURCE OFFICER**

Should a student need to see the school resource officer for a non-emergency, and the resource officer is not on campus, request forms are available in the attendance office.

## **POLICY ON VISITORS**

No person may visit a Miami-Dade County Public School without first reporting to the office to secure a visitor's pass. Passes can be obtained at the front desk upon entering the school. Visitors must be accompanied by a school administrator or designee when moving about and around the building.

## **STUDENT SERVICES DEPARTMENT Guidance Counselors & Student Services**

Ms. Constant	9 <sup>th</sup> Grade, TRUST	Rm. 126
Ms. Arenas	10 <sup>th</sup> Grade, Dual Enrollment	Rm. 127
Ms. Torres	11 <sup>th</sup> Grade, Cambridge	Rm. 123
Ms. Palacio	12 <sup>th</sup> Grade, Virtual	Rm. 125
Ms. Subias-Porro	CAP Advisor	Rm. 183

## **SUPPORT PERSONNEL**

Mr. Almuina	SPED Program Specialist	Rm. 229
Ms. Baez	Testing Chairperson	Rm. 243
Mr. Gabriel	Athletic Director	Rm. 182
Mr. Keighley	Athletic Business Manager	Rm. 182
Mr. Perez	SPED Chairperson	Rm. 145
Ms. Gonzalez	Activities Director	Rm. 184

## **COUNSELING SERVICES**

The primary responsibility of the guidance department is to assist students in solving problems and making decisions concerning course selections, educational and vocational goals, and personal responsibilities. Individual appointments will be arranged to meet specific needs of students. Each student may request to see their counselor by filling out a request to see counselor form provided during homeroom.

## **ACCESSING THE PARENT PORTAL**

By School Board Directive, academic grades are to reflect the student's academic progress. The determination of the specific grade a student receives must be based on the teacher's best judgment, after careful consideration of all aspects of the performance during a grading period. Parents and students can access grades by logging onto the Parental/Student Portal at [www.dadeschools.net/parent](http://www.dadeschools.net/parent) or student. Please see Ms. Smith the Parent Liaison in room 132 for a pin number.

## **GRADING**

The procedure for calculating grades for semester courses shall be determined as follows: Each nine-week grading period will have a 25 percent value (weight). Each student should have a total of 10 points at the end of the school year in each class. Five of those points, must be completed during the second semester of the school year. Teachers may administer an assessment at the end of each nine-week grading period.

## HOME LEARNING

The School Board of Miami-Dade County recognizes regular purposeful homework as an essential component of the instructional process. All students should anticipate spending more time preparing for classes.

## CHEATING

Cheating is a group II violation of the code of student conduct. Violations will require a referral to the grade level administrator.

## FEES

Each student is responsible for payment for materials necessary for preparation in courses such as art, graphic arts, industrial arts, band, etc. Fees are paid in full on the date(s) specified to the Treasurer's office. **Receipts MUST be kept by each student as a record of payment of fees.**

## STUDENT INSURANCE

Student insurance is available to students during the first week of the school year. Parents must send a check for \$30 and the application directly to the insurance office.

## REPORT CARDS

Report cards are issued at the close of each nine-week grading period. The following is an interpretation of the letter and numerical grades:

Letter Grade	% value	Grade Point Value
A	90 – 100%	4
B	80 – 89%	3
C	70 – 79%	2
D	60 – 69%	1
F	0 – 59%	0

**Effort:** Three numerical grades are used to determine effort:

- 1 = Outstanding Effort
- 2 = Satisfactory Effort
- 3 = Insufficient Effort

**Conduct:** Conduct grades are independent of academic and effort grades:

- A = Excellent Behavior
- B = Consistently Good Behavior
- C = Satisfactory Behavior
- D = Improvement Needed
- F = Unsatisfactory Behavior

**Interim Progress Reports are sent home the 5<sup>th</sup> week of each grading period.**

## ADVANCED ACADEMICS

Any student enrolled in an Advanced Placement, Dual Enrollment, or AICE class **MUST** take the exam for that class. Students enrolled in these programs **MUST** maintain the minimum GPA, have a passing grade in the course, have minimal tardies/absences, and have excellent conduct. Failure to comply with these requirements will result in removal from the program.

## CAREER AND TECHNICAL EDUCATION

Any student enrolled in a Career and Technical Education (CTE) class **MUST** take the exam for that class (e.g. Industry Certification Exams) and participate in select internships (e.g., program specific).

## BUS TRANSPORTATION

Students may be transported to and from school in district buses if they live more than two miles away from the school. No student is allowed to ride the bus other than the one on which he/she is registered. The bus driver has absolute jurisdiction over all the students on the bus. Students that are being disruptive or creating a dangerous situation on a moving bus will have their bus privilege revoked. In the event of a bus breakdown or the late arrival of the bus, students are to wait at their regular bus stop until a relief bus arrives. Upon arrival, students will report to the attendance office and receive an excused tardy. For any questions related to transportation, please contact Mr. Alvarez in the Registration Office, room 135 or at 305-557-3770 at ext. 2234/ ext. 2216. You may also email him at [aalvarez08@dadeschools.net](mailto:aalvarez08@dadeschools.net)

## ATHLETIC ELIGIBILITY

**Athletics:** American Senior High School offers a variety of competitive athletic sports for students. See Athletic Director for details.

The guidelines below must be followed in order for a student to represent American Senior High School in interscholastic athletics:

- Maintain an Academic/Conduct GPA - 2.0 or higher
- A student who reaches **the age of 19 prior to September 1st shall become permanently ineligible**
- Good Attendance (Maintain less than 10 absences and 20 tardies)
- Athletic Physical FM-3439 (Completed by a licensed physician)
- Purchase School Board approved student accident insurance and/or football insurance. Prospective student athletes, please contact the Athletic Business Manager, Mr. Christopher Keighley at 305-557-3770 ext. 2224 for insurance information.
- Birth Certificate (All incoming 9th graders and new students to ASH)
- Concussion in Sports Video Completion Certificate
- Sudden Cardiac Arrest Video Completion Certificate
- **"NEW"** - Heat Related Illness Video Completion Certificate

## ACTIVITIES

American Senior High School is committed to providing a diverse educational experience. Students are strongly encouraged to enhance their high school experience by participating in extracurricular activities. Students who wish to compete in interscholastic competitions with a club or school group must maintain a cumulative GPA of 2.0 and an average of "C" or above in conduct. The following are examples of other activities and clubs offered at American Senior High School:

**Service Clubs:** These clubs exist to perform services to the school, community, and nation. To join a service club, students must fill out an application for the service club of their choice, be a student in good standing with the school, and participate in the activities of the club. A service club's basic orientation is toward performing service.



**Interest Clubs:** These clubs provide students with a vehicle to pursue their interests in a specific area or hobby. To join an interest club, a student has to apply to the club's faculty sponsor, observe the rules of the club, and participate in the club's activities.

**Honor Societies:** An honor society is an organization whose membership consists of students who have achieved exceptional levels of performance in an area of study. Membership in an honor society is usually based on outstanding performance achievement in a subject and generally high academic and conduct grades.

**Student Council:** Student Council is an elected organization which represents the entire school student body. Elections are held in the spring for officers and representatives for the following school year.

**Field Trips:** Students that participate in extracurricular activities wishing to compete or enhance their educational experience must meet the following criteria in order to participate in field trips:

1. **Student cannot have an outdoor suspension.**
2. **Student cannot have more than 3 indoor suspension days.**
3. **Student cannot have excessive unexcused absences.**
4. **Student must be passing all classes with a 2.0.**
5. **Students must provide school I.D. before boarding the bus.**
6. **Students must have paid for their obligations.**

## MISSION STATEMENT

The mission of American Senior High School is to partner with business and community members, parents, and students to provide a safe and quality learning environment. We promote academic, intellectual, personal, and social development of our diverse population in preparation for college and career pathways.

## VISION STATEMENT

The vision of American Senior High School is to inspire and prepare our students for a competitive global community. We will instill in them critical thinking skills, a desire for learning, and a respect for the core values of integrity, compassion, and perseverance.

## CORE VALUES

**Citizenship** – Helping create a society based upon democratic values including rules of law, equality of opportunity, due process, reasoned argument, representative government, checks and balances, rights and responsibilities and democratic decision-making.

**Cooperation** - Working together toward goals as basic as human survival in an increasingly independent world.

**Fairness** - Treating people impartially, not playing favorites, being open-minded, and maintaining an objective attitude toward those whose actions and ideas are different from our own.

**Honesty** - Dealing truthfully with people, being sincere, not deceiving them or stealing from them, not cheating, or lying.

**Integrity** - Standing up for your beliefs about what is right and what is wrong and resisting social pressure to do wrong.

**Kindness** – Being sympathetic, helpful, compassionate, benevolent, agreeable, and gentle toward people and other living things.

**Pursuit of Excellence** – Doing your best with the talents you have, striving toward a goal and not giving up.

**Respect** - Showing regard for the worth and dignity of someone or something, being courteous and polite, and judging all people on their merits. Respect takes three major forms: respect for oneself, respect for other people, and respect for other living things and the environment.

**Responsibility** - Students will think before they act and be accountable for their actions, paying attention to others, and responding to their needs. Responsibility emphasizes one's positive obligations to care for each other.

### **ALMA MATER**

We hail you our alma mater.  
In our hearts you will always be dear.  
And as we live  
And learn together,  
let your true spirit shine  
bright and clear.  
With you we stand for greatness,  
and great we will always be.  
To our school American,  
We pledge our loyalty.

### **SCHOOL COLORS**

Red, White and Navy Blue

### **MASCOT**

Patriots

### **SCHOOL INFORMATION**

**Address:** 18350 NW 67<sup>th</sup> Avenue Hialeah, FL 33105

**Phone Number:** (305) 557-3770

**Website:** <http://americanshs.net/>



**BELL SCHEDULE**

**2020-2021**

**BLOCK SCHEDULE (A DAYS/ B DAYS)**

<b>PERIOD</b>	<b>TIME</b>
<b>Warning Bell</b>	<b>7:10 a.m.</b>
<b>FIRST BLOCK/ HOMEROOM</b>	<b>7:20 a.m. - 8:50 a.m.</b>
<b>PASSING TIME</b>	<b>8:50 a.m. - 8:56 a.m.</b>
<b>SECOND BLOCK</b>	<b>8:56 a.m. - 10:26 a.m.</b>
<b>PASSING TIME</b>	<b>10:26 a.m. – 10:32 a.m.</b>
<b>THIRD BLOCK</b>	<p><b>10:32 a.m. - 12:44 p.m.</b></p> <p><b>1<sup>st</sup> Lunch- 10:32 a.m. – 11:14 a.m.</b>  <b>2<sup>nd</sup> Floor</b>  <b>CLASS TIME: 11:14 a.m. – 12:44 p.m.</b></p> <p><b>2<sup>nd</sup> Lunch- 12:02 p.m. – 12:44 p.m.</b>  <b>Building 3/4 and 1<sup>st</sup> Floor</b>  <b>CLASS TIME: 10:32 a.m. – 12:02 p.m.</b></p>
<b>PASSING TIME</b>	<b>12:44 p.m. - 12:50 p.m.</b>
<b>FOURTH BLOCK</b>	<b>12:50 p.m. - 2:20 p.m.</b>