

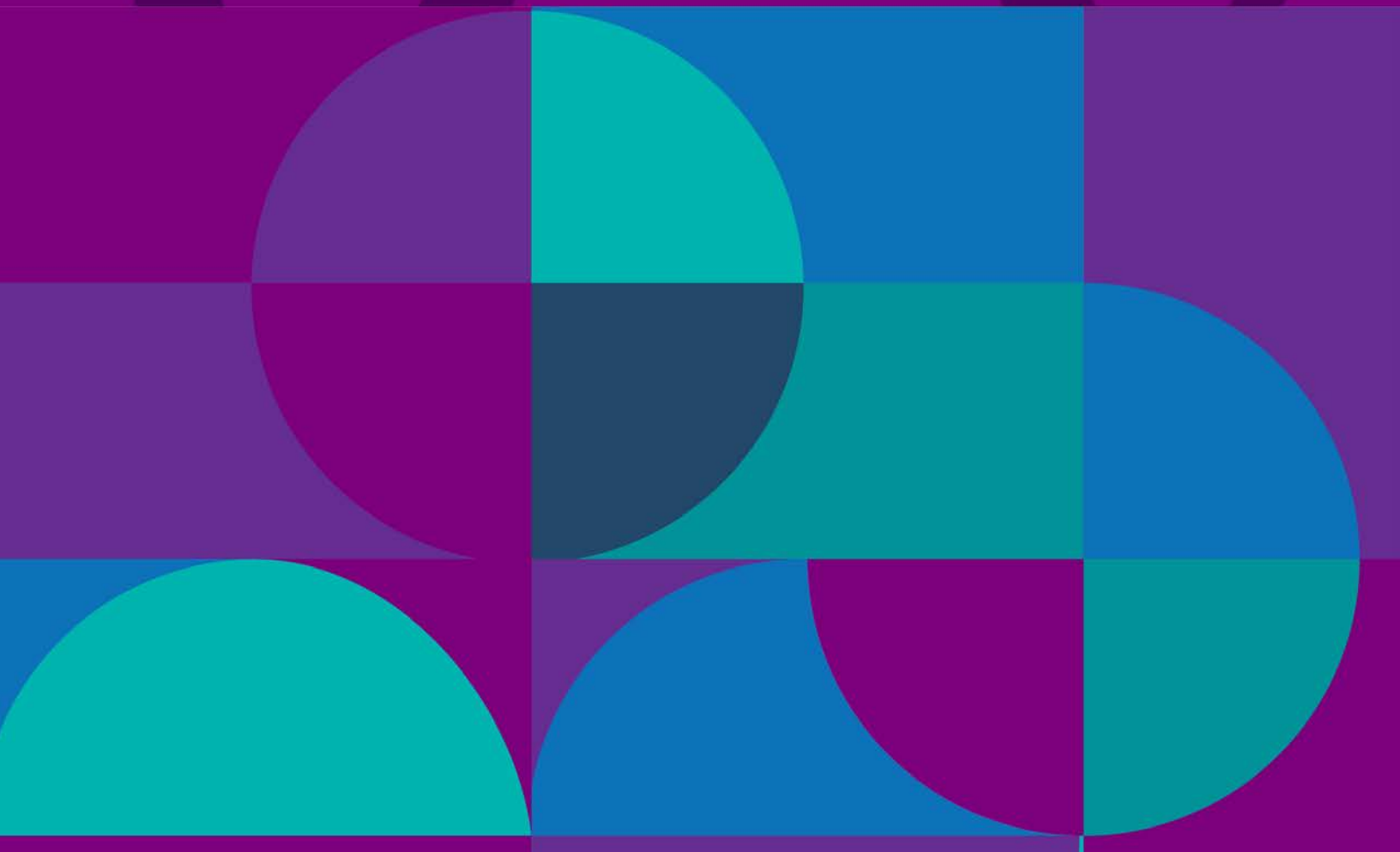
# ARCHIMEDEAN

## MIDDLE CONSERVATORY

PARENT &  
STUDENT  
HANDBOOK

Demopoulos Demetrios, Director  
Bardoutsos Olga, Assistant Director  
Kertesz, Zachary, Assistant Director

# 2024-2025





## IMPORTANT NOTICE

Adherence to the items listed in the Parent Contract and Parent/Scholar handbook are taken seriously.

Please read carefully. Your signature at the end of this contract indicates you understand and accept the commitment you make in registering your child at our school.

It is Required that you sign and submit to Archimedean Middle Conservatory your agreement and acknowledgment of the terms of this contract and content of this handbook ([Page 28](#))

## NOTICIA IMPORTANTE

Se toma muy en serio el cumplimiento de los elementos enumerados en el Contrato de Padres y el manual de Padres/estudiantes.

Por favor lea detenidamente. Su firma al final de este contrato indica que comprende y acepta el compromiso que asume al inscribir a su hijo/a en nuestra escuela.

Se requiere que firme y envíe a Archimedean Middle Conservatory su acuerdo y reconocimiento de los términos de este contrato y el contenido de este manual ([Página 30](#))

## SCHOOL CALENDAR 2024-2025



AUGUST 2024						
SU	M	TU	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
SU	M	TU	W	TH	F	S
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29	30					

OCTOBER 2024						
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27	28	29	30	31		

NOVEMBER 2024						
SU	M	TU	W	TH	F	S
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3	4	5	6	7	8	9
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DECEMBER 2024						
SU	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
SU	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
SU	M	TU	W	TH	F	S
						1
2	3	4	5	6	7	8
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23	24	25	26	27	28	

MARCH 2025						
SU	M	TU	W	TH	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
SU	M	TU	W	TH	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
SU	M	TU	W	TH	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
SU	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2025						
SU	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- All Teachers Report
- Teacher Planning Day
- District-wide Professional Development Day
- Legal Holiday (12 month)
- Begin /End Of Grading Period
- Recess Day
- Recess Day (10 month)
- Legal Holiday

Days in Grading Period	
•	1-45
•	2-46
•	3-43
•	4-46



## SCHOOL CALENDAR 2024-2025



August 8, 2024	All Teachers report to school; no students in school
August 15	First Day of School; begin first semester
September 2	Labor Day; holiday for students and employees
October 3	Teacher planning day; no students in school, available to opt
October 18	End first grading period; first semester
October 21	Begin second grading period; first semester
November 5	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
November 11	Veterans' Day; holiday for students and employees
November 25-27	Recess Days
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess Day
December 20	Teacher planning day; no students in school, available to opt
Dec 23 – Jan 3, 2025	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 16	End second grading period; first semester
January 17	Teacher planning day; no students in school, available to opt
January 20	Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 21	Begin third grading period; second semester
February 17	All Presidents Day; holiday for students and employees
March 3-7	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 28	End third grading period; second semester
March 31	Teacher planning day; no students in school, available to opt
April 1	Begin fourth grading period; second semester
April 18	Teacher planning day; no students in school; available to opt
May 26	Memorial Day; holiday for students and employees
June 5	Last Day of School; end fourth grading period; second semester
June 6	Teacher planning day; not available to opt; no students in school



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## BOARD OF DIRECTORS

**Dr. George Kafkoulis**

President & Chairman of the Board, Acting Superintendent Co-Founder | 786-210-2964

**Mr. Aleco Haralambides, Esq**

Vice-President, Legal Counsel & Founding Board Member | 305-776-5055

**Mr. Lambros Katsoufis, Esq.**

Founding Board Member, Board Secretary | 786-303-6376

**Mr. Jeffrey Taraboulos**

Board Member, Board Treasurer | 305-216-5228

**Mr. Frank Berrizbeitia**

Board Member | 305-216-5228

**Mr. Chris Alexander Korfiatis**

Board Member | 786-422-4608

**Mr. Alexandros Katsikas**

Board Member | 305-794-3822





## SCHOOL ADMINISTRATION

<b>Dr. George Kafkoulis</b>	Acting Superintendent Archimedean Schools
<b>Mr. Demetrios Demopoulos</b>	Archimedean Middle Conservatory Director
<b>Ms. Olga Bardoutsos</b>	Archimedean Middle Conservatory Assistant Director
<b>Mr. Zachary Kertesz</b>	Archimedean Middle Conservatory Assistant Director
<b>Mr. Dimitrios Bardoutsos</b>	Chief Executive Business Officer
<b>Mr. Nicholas Roussi</b>	IT Manager/Plant Manager
<b>Ms. Claudia Orellanos</b>	Administrative Secretary
<b>Ms. Elizabeth Hernandez</b>	Payroll Bookkeeper/HR
<b>Ms. Ruth Bouliakis</b>	Registrar
<b>Ms. Diana Maldonado</b>	Secretary
<b>Ms. Sylvia Infante</b>	Trust Counselor
<b>Ms. Diana Aviles</b>	ESE Specialist
<b>Ms. Keven Gomez</b>	School Nurse
<b>Mr. Aleco Haralambides</b>	Conflict Resolution Designee

Email: [aleco@aristoinvestments.com](mailto:aleco@aristoinvestments.com)  
Tel: 305-776-5055





## AMC FACULTY

Aviles, Diana	ESE Specialist
Briz, Christina	English
Chacko, George	Mathematics
Chin, Warren	Physical Education
Craan, Vanessa	Fine Arts & Event Coordinator
Debesa-Roussis, Charisse	Social Studies
Dimou, Ioanna	Mathematics
Estrada, Marinela	World Languages & Administrative Support
Konstantakos, Leonidas	Social Studies & Academic Coach
Lente, Caitlin	Social Studies
Loudior, Stephanie	Science
Lynch, Katie	English
Mertzanis, Antonios	Mathematics
Mitsou, Georgios	Mathematics & Academic Coach
Rubin, Aaron	Phylosophy & Academic Coach
Shahin, Sarkis	Science
Solis, Jonathan	Phylosophy
Stergiou, Antonios	Greek language
Sykopoulos Bellos, Avgoustinos	Greek language
Towner, Ted	Phylosophy
Tsiakovi, Apostolia	Physical Educaiton
Weiss, Sashka	Mathematics
Zentelis, Aristeidis	Greek language







## SCHOOL MISSION

The mission of the Archimedean Middle Conservatory is to initiate the young mind to the art of thinking through the teaching of mathematics, English, and the Greek language.

## SCHOOL VISION

The Founders of the Archimedean Academy envision a charter school whose main goal is to give its students an excellent education with emphasis in the teaching of the two main branches of the 3,000 year-old Greek civilization:

- The classical achievement in literature and the arts as they permeate modern civilization;
- The art of mathematical thinking as the lifeline and the catalyst behind modern science and technology.

A conservatory is a public place of instruction, designed to preserve and perfect the knowledge of some branch of science or art. Children blossom inside a rainbow of heritages and dreams deeply rooted in the belief that an education of the highest quality will steer their lives for a better future in a better society. The conservatory provides the students with the highest quality education. Its strength emanates from a deep sense of responsibility in helping young minds grow and the confidence in teaching the art of thinking through mathematics and literature. The Greek heritage belongs to humanity and not just to Greeks. Mathematics forms the foundation of modern scientific thought and practice. Therefore, their presence within the curriculum opens the children's horizons and provides them with a better understanding of our modern society.

**Demopoulos Demetrios**, AMC Principal

**Dr. George Kafkoulis**, President and Chairman of the Archimedean Schools Board

*“Give me the place to stand, and I shall move the earth.”*

Archimedes



## Welcome to AMC 2024-25 Academic Year!



### A Blue Ribbon School

# OUR PHILOSOPHY





## NOTICE OF NON-DISCRIMINATORY POLICY

Archimedean Schools do not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its hiring or employment practices and administration of its educational policies, admissions policies, scholarship programs, athletic and other school-administered programs and activities generally accorded or made available to students at the schools. Archimedean Academy Inc. is an equal opportunity employer and education provider.

## GENERAL ARCHIMEDEAN BOARD POLICIES AND PROCEDURES GUIDELINES

The Policies and Procedures to be followed by the Archimedean Schools are regulated by the Charter agreements of each school with M-DCPS and the decisions of the Archimedean Governing Board. However, in order to be more efficient and in order to facilitate the operation of the schools we shall delegate to the administrators, directors and managers of each school function, to create policies and procedures according to the following guidelines.

1. The Schools as a principle follow the policies and procedures set by Miami Dade Public Schools Governing Body. If there is no Archimedean school policy or procedure the schools shall follow the M-DCPS Policies and Procedures.
2. The Governing Board of Archimedean Schools may set own policies and procedures.
3. Archimedean Schools may set their own policies and procedures as a group of schools or as individual Schools.
4. Administrators, directors and managers of each school function, may create policies and procedures. These policies and procedures shall always be communicated to the President of Archimedean Academy Inc. and Chairman of the Board of the Archimedean Schools.
5. Whenever a policy or procedure is to affect all Archimedean Schools an administrative meeting may be necessary. During these meetings at the presence of the President of the Schools and Chairman of the Board, administrators should exchange information on relevant issues for consideration. In such meetings requests for revision, additions to or deletions from a policy or a policy change may be made by any Administrator, Director or Manager.
6. All Policies and Procedures, once adopted shall be communicated to all employees, incorporated to employee and or student handbooks and copies should be kept in binders accessible to all.
7. Policies and procedures shall not discriminate on the basis of race, religion, sex, age, national origin, parenthood, marital status or changes in marital status, or handicap in educational or employment programs, policies or school laws of the State of Florida and must ensure compliance with local, State and Federal laws, standards and regulations.
8. Policies and procedures shall not conflict with the mission and vision of the Archimedean schools.
9. Conflicts about policies and procedures shall be resolved by the President and Chairman of the Board of Archimedean Schools, who may decide to bring the issue to the Governing Board for resolution.



Someone who knowingly submits a false tip through FortifyFL may be subject to further investigation by law enforcement, and may be subject to criminal penalties under Section 837.05, F.S.



## STUDENT ATTENDANCE

Please note: **all students enrolled in Archimedean Middle Conservatory (AMC) are students of Miami-Dade County Public Schools, subject to applicable policies and entitled to the same rights.**

Archimedean Middle Conservatory is in session Monday through Thursday from **8:30 a.m. to 4:30 p.m.**

On Fridays students are dismissed at 3:25 PM. When parents find it necessary to drop their children off at school early, the students are to be enrolled in the ACC (Archimedean Community Center) before school program.

Students should be in their homerooms at 8:30 a.m.

Students not registered with the ACC After School Program, must leave the school grounds by 4:45 p.m.. If they are not picked up at this time, they will join the After School Program and will be charged the respective fee.

There is no factor more important to a student's academic progress than regular and punctual attendance.

**1. 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 as part of the instructional program for the student.

**2. 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.

**3. Late Arrivals -** 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, the student must be considered in attendance but tardy, and the absence will be changed. A student who is tardy should not remain on record as being absent.

If a student is absent from school, the parents must call the school to inform the school office of their child's absence.



**When the student returns to school, he/she must bring a signed letter from his guardian to the school office within three days upon his/her return to school, stating the reason for the absence and the date(s) of the absence(s). The registrar will update the attendance record to indicate the change to excused absence.**

Absences not included in excused absences listed below shall be unexcused. Any student who has been absent from school will be marked unexcused absent until he or she 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. Students will receive a zero for all work that is missed. Should a student accumulate five or more unexcused absences/tardies within a semester or ten during the year, he/she will be subject to review by the attendance committee.**

## **General Attendance Information**

The following conditions may excuse a student from school attendance:

1. Personal illness or injury (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.
2. Death in the immediate family.
3. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
4. 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.
5. An approved school activity.
6. Other absences with prior approval of the Principal.
7. Attendance at a center under Department of Children and Families supervision.
8. 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.
9. 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.



10. Outdoor suspension.
11. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
12. 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:**

1. Vacations, personal services, local non-school event, program or sporting activity.
2. Older students providing day care services for siblings.
3. Illness of others.
4. Non-compliance with immunization requirements (unless lawfully exempted).

Unexcused absences shall not be grounds for suspension from school. Any student who fails to attend any regularly scheduled class and has no excuse for the absence should be referred to the appropriate administrator. Disciplinary action should include notification to parents or guardians.

Students have the same number of days to make up work as they have been absent from school (i.e., if a student is absent three (3) school days, he or she has three (3) school days after his or her return to make up work). Work missed during unexcused absence may not be made up.

If a student is absent more than one (1) day, he or she will have a one (1) day grace period before making up unannounced assignments or quizzes. Previously announced quizzes, tests, assignments, etc. may be required to be taken or submitted immediately upon the student's return to school.

### **Students enrolled at AMC 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 extra-curricular activities.



## Parents are responsible for:

- A. Their child's school attendance, as required by law, and should stress the importance of regular and punctual school attendance to their child;
- B. Report and explain an absence or tardiness to the school;
- C. Ensure that their child has requested and completes make-up assignments for all excused absences/tardiness 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.

## Tardy

Not in class by 8:30 a.m. After school begins, students are required to report to the AMC Office to obtain an admit slip.

## Doctor appointments

Under normal circumstances, no more than one-half (1/2) day will be excused for these appointments and appearances. Doctor and dental appointments should be scheduled outside the school day when possible. Students should never leave the building without permission.

## Consequences for Tardiness/Absences

1st = Verbal warning

2nd = Parent contact

3rd = Review and evaluation by attendance committee / Should additional/excessive absences continue the student may lose class credit

**Early Dismissal | There will be early dismissal every Friday at 3:25 p.m.**

## Early Sign-out - Board Rule 6Gx13- 5A-1.041

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. **No Student shall be dismissed during the last 30 minutes of the school day.** On regular school days, NO student will be dismissed between **4:00 and 4:30 p.m.** – On **Fridays**, NO student will be dismissed between **2:55 and 3:25 p.m.**

**Please note that ID is required when picking up your child early. Students will be released ONLY to an adult who is indicated on the emergency card.**





## SCHOOL OPERATION

### Archimedean Community Center (ACC)

Information on before/after-school programs is available on the school [website](#) . Please contact the ACC director for more information. ACC programs, which include athletic and academic programs, are run directly by the ACC Director.

### Archimedean Exceptional Education Specialist

The ESE Specialist works cooperatively along with teachers, administration, support personnel, parents, and the community in assisting students who require additional support in their education through the creation and implementation of strategies that help students succeed. He or she works with students who are in the 'gifted program' as well as students who require educational accommodation(s).

### AMC Trust Counselor

The primary goal for the Archimedean Schools Trust Counselor is to support the success of all students by providing socially, and emotionally safe climate. The AMC Trust Counselor will meet with students who are struggling academically and or have behavioral issues. He or she will work with the Principal to ensure that the student's academic and or behavioral issues are rectified. The Trust Counselor may or may not notify parents prior to working with a student. Students may request to meet with the Trust Counselor by informing the AMC Office Assistant.

### Field Trip Cancellation & Reimbursement to Families

Field trip Accounting Procedures policy in regards to family reimbursement for field trips paid and later cancelled. The ARCHIMEDEAN schools adopt the M-DCPS Field trip accounting Procedures and in addition the following paragraphs shall be incorporated: Cancellation of Field trips and reimbursement procedures: For field trips sponsored (paid) by the families:

1. Cancellation due to school decision: Should the school cancel a field trip for all students, families should be reimbursed via school check for the total amount collected from the family for the purpose of the field trip.
2. Cancellation due to family decision: Should a student (family) cancel participation in a planned field trip there will be NO reimbursement of funds collected unless a doctor's note is submitted to the school indicating that the student absence was due to illness.
3. General provisions.
  - There will be no reimbursement to families for funds collected in the event that the school has paid the vendor and the vendor does not have a reimbursement policy.
  - The school to offset the field trip costs that have been evenly distributed to the students committed to attend will withhold a 25% of the field trip cost collected.
  - Should there be a family balance due to the school for any services provided by the school, the school reserves the right to offset the amount in order to settle an account balance due. Families should request in writing (submit a reimbursement Request) stating to which account they would like the field trip reimbursable funds to be transferred.
  - For a reimbursement to be processed, it is required that families submit to accounting department, in writing, a "Reimbursement Request Form" and copies (front and back) of the checks that have cleared through their bank. Funds collected and not reimbursed should be accounted for in the Schools' Internal fund.



## Educational Excellence School Advisory Committee (EESAC)

The concept of the Educational Excellence School Advisory Council (EESAC) was first written into Florida state law in 1991 as part of the Blueprint 2000 plan for educational reform and accountability. In 1991, School Advisory Councils (SACs) were entrusted with assisting in the development of the School Improvement Plan.

The School Board of Miami-Dade County renamed the School Advisory Councils and authorized them to provide all stakeholders with a role in decision making which impacts instruction and the delivery of educational programs. The Councils were renamed Educational Excellence School Advisory Councils (EESACs) in 1999 when Blueprint 2000 was revised to become Florida's High-Quality Education System. At that time, the Councils were also charged with assisting principals in the development of school improvement plans as well as the schools' budgets.

The EESAC is the sole body responsible for final decision-making relating to school improvement and accountability. The EESAC's additional responsibilities include the following:

1. To bring together all stakeholders and involve them in an authentic role in decisions which affect instruction and the delivery of programs.
2. To assist in the preparation and evaluation of the School Improvement Plan (SIP) required from each school.
3. To address all state and district goals and the authority to periodically review the SIP and amend it, as needed.

If you would like additional information regarding the EESAC, please visit the state website. The Principal will invite parents to join the school's EESAC committee.

## Emergency Contact Card:

The school will only release a student to those authorized person(s) listed on the "Emergency Contact Card". Although a parent may find this inconvenient at times, the school shall adhere to this policy, without exception. The information on the card must be current and up to date. Parents are requested to provide the School with day and evening phone numbers, student illnesses, and allergies. It is the Parent's responsibility to ensure that the Card is kept updated.

The Emergency Card operates as a legal document. In order to remove a legal guardian from the card, legal documentation must be provided.

- A valid photo identification will be required of all individuals picking up students. Parents may add names to the card by coming into the office.
- Phone calls will not be accepted as verification for signing out a student.

## Extracurricular Activities

The Archimedean Schools District Board limits the participation in school-offered extracurricular activities only to students enrolled in the Archimedean Schools regularly. Students who are not enrolled in the Schools are **NOT permitted** to participate in any extracurricular activities. Collection of balance due for services provided by the school is to be settled by the families prior to graduation of 5th grade, 8th grade and 12th grade. *In order for students being promoted from 8th grade to participate in all end of the year 'promotion ceremony' activities, their grades must be in good academic standing, on track for graduation and have no outstanding balance with the school.*



## Field trips/Activities

Students at AMC may be taken to one or more field trips during the school year. All students must “qualify” for participation in field trips and/or school activities. The final approval is based on teacher recommendation. All school rules apply during school sponsored field trips and students will face disciplinary action for any infractions while on the trip.

Grade Point Average (GPA)	
A	3.50 – 4.00
B	2.50 – 3.49
C	1.50 – 2.49
D	1.00 – 1.49
F	0.00 – 0.99

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

Grading Percentages (All Subjects)	
Homework	10%
Class Work	20%
Quizzes / Projects	30%
Tests	40%

## Guests and Visitors

All parents and other visitors should first check in the main office and sign in the guest log and wear an ID badge while in the building.

## Honor Roll

The following Honor Roll categories are recognized by the school: Principal’s Honor Roll: Students who have earned an A in all subjects and conduct. **Superior Honor Roll:** Students who have earned a GPA of 3.75 or greater. **Regular Honor Roll:** Students who have earned a GPA greater than 3.50. The students who qualify for an Honor Roll will be recognized at the end of each grading period.



## Homework

In order to enhance the learning in the academic program that we are offering, it is expected that all students in Archimedean Middle Conservatory have on the average 2 hours of work at home daily (30 minutes per subject). This should include completing assignments and studying for quizzes and tests. It is imperative that all students complete their assignments and prepare for quizzes and tests. In the event that students fall behind in their work the following consequences may apply at the discretion of the teacher and/or school administrator: One class period late; The maximum grade will be lowered by a letter grade.

Two or more periods late: Student will be given a zero (as a grade for that assignment).



Continuously missing homework assignments will result in a referral to administration. In addition, students will be asked to join in a faculty, parent, and administration conference in order for all parties to better evaluate the student's academic progress.

Homework is posted [on Archie](#) (*Archie is the school's data management system. Each student has an individual username and password to access Archie.*) Homework may be printed from home or completed on a separate loose-leaf sheet of paper. Students are responsible for completing homework daily.

*Teachers at AMC will follow a set schedule for assigning homework and tests/quizzes to ensure that students are given reasonable amount of homework each evening.*

## Incidents on or near School Campuses

Archimedean Middle Conservatory has set up emergency plans and has an Emergency Response Team that focuses on prevention and reaction to incidents. Further, a Crisis Intervention Team that provides support to students and staff after an incident. If there is a potential threat or unsafe situation to a school, the school may "go on lock-down" to protect students, staff and visitors.

If there is an immediate threat to the school, a "code red" lock-down will be issued. Students will be moved into safe areas, and all interior and exterior doors will be locked. If there is something in the community that may pose a threat to the school, a "code yellow" community lock-down will be issued. All outdoor activities will stop and students will move into the building. We will lock outer doors and prohibit movement between buildings, but all other activities will continue as normal. Visitors will not be allowed into the school building during any drills.

## Intensive Reading

Students who score '1' or '2' on their FAST PM3 ELA Reading Exam are placed in Intensive Reading. The purpose of this course is to provide instruction that enables students to accelerate the development of reading and writing skills and to strengthen those skills so they are able to successfully read and write middle grade level text independently. Intensive Reading is scheduled concurrently with Music and Computer. As a result, students enrolled in Intensive Reading will not have Music and Computer.



## Progress Reports / Report Cards

Interim progress reports will be printed and issued half-way through each nine-week period. Reports cards will be issued at the end of each grading period (9 weeks) and are available for viewing on the Miami Dade Charter Schools Parent Portal.

## School Drills

The Archimedean Schools will hold regular drills as per guidelines from the Miami Dade Charter Public Schools. These drills include fire drills, campus evacuation drills, bomb threat drills, and code red drills. Students are to file out in an orderly way, following the directions given by their teachers and guidelines posted in each classroom. Students should walk quickly, but not run, to their assigned area. They must remain until the signal for going back into the building is given by the Principal. Absolute quiet is a "must" in all drills. In order to make sure that all students have left the building, a roll call is taken for each class. Tampering with fire alarms or firefighting equipment will lead to suspension from school. Law enforcement agencies may also be notified.

## School Operation During Incline Weather

Please keep in mind that AMC follows the Miami Dade-County public schools' rules and decisions regarding school operation during incline weather

Period	AMC Bell Schedule	Times Per Week
1	8:30 - 9:20	5 Times
2	9:24 - 10:27	4 Times
3	10:31 - 11:34	4 Times
LUNCH	11:34 - 12:19	5 Times
4	12:19 - 13:09	5 Times
5	13:13 - 14:16	4 Times
6	14:20 - 15:23	4 Times
7	15:27 - 16:30	4 Times
8	Moving Period	4 Times



## Study Habits

Archimedean Middle Conservatory provides students with a rigorous academic program. The expectations are that all students will work hard to meet high academic standards. For this reason, it is of extreme importance that students come to school prepared. Bring all necessary books and supplies, including a pen, pencil, and paper, to each class.

- Use your planner to keep a written record of all short and long-term assignments, including the dates they are due.
- Schedule regular study time in a quiet place.
- To avoid lost books and assignments, keep all school materials together at home and put your name on all homework assignments, in books and in notebooks.
- Ask your teacher for help before assignments are due.

## Courses Offered Per Grade Level / End of the Year Exams

Grade 6 Subjects	
English (Reading & Writing)	Progress Monitoring Exam
American Math	Progress Monitoring Exam
Science	
US History	
Greek Language	
Greek Math	
Philosophy	
Physical Education	
Music	
Computer	

Grade 7 Subjects	
English (Reading & Writing)	Progress Monitoring Exam
Algebra I	EOC Exam
Science	
Civics	EOC Exam
Greek Language	
Greek Math	
Philosophy	
Physical Education	
Music	
Computer	

Grade 8 Subjects	
English (Reading & Writing)	Progress Monitoring Exam
Geometry	EOC Exam
Science	State Exam
World History	
Greek Language	
Greek Math	
Philosophy	
Physical Education	
Music	
Computer	



*Students who score under "3" in the Reading & Writing Progress Monitoring Exam will be placed in Intensive Reading. Intensive Reading will be held during their elective schedule.*



## Telephone Use

1. Student use of cell phones is NOT permitted during school hours under any circumstances.
2. Students may use the school phone at the reception upon prior approval from the school secretary.
3. Use of cell phones or other type of electronics during school hours, or inappropriate use of phones after school hours, may result in the item being confiscated until the end of the school year. For **FIRST TIME OFFENDERS**, the confiscation will be for one week. **Students whose phones have been confiscated must have a guardian or parent representative to pick up the phones from the principal or the designated administrator.**

Requests from parents/guardians to deliver messages to students often disrupt the educational day and can mean the loss of class time to students. Although we realize the necessity of relaying emergency messages, please help to limit these disruptions by communicating with your children before leaving for school in the morning. If an item must be delivered to students, please leave it with the office personnel.





## STUDENT BEHAVIOR

**All AMC students are M-DCPS students.** The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, teachers, administrators, custodians and community members - show pride by doing our share to make middle school a better place in which to learn and work. **The ultimate goal of the middle school staff is to develop self-discipline in all students.** School rules apply while on school premises, school buses, or any other school property during school organized activities off or AMC school ground.

The faculty and administration of Archimedean Middle Conservatory firmly believe in giving students realistic opportunities to exercise self-discipline, mutual respect, and responsibility to the school and each other. School rules have been established, based on consideration for the rights of others, student safety and welfare, and respect for the property of others. School procedures and classroom rules are designed to promote learning and a school climate in which we can all take pride. It is the responsibility of each student to conduct himself or herself in a respectable manner. Students must govern their behavior so as not to infringe on the rights and personal freedoms of others. **Any extremes in social behavior, which have a disruptive effect on the educational process or jeopardize the safety and welfare of others, will be appropriately dealt with by the staff of the school.** All students must respect the property of the school and others. There will be serious consequences for violating school rules. Students whose behavior disrupts the learning environment will face disciplinary action.

### Consequences for Behavior issues

- 1st - Verbal Warning
- 2nd - Loss of privilege (i.e. no break, field trip)
- 3rd - Parent Contact/ referral note
- 4th- Administrative referral (Meeting with the Principal)
- 5th- Suspension (In-School or Out-of-School)



All student suspensions are recorded on SCAM Form in the Miami Dade Charter Public School system.

### Bullying Prevention and Harassment

School harassment is a serious issue. It is the policy of Archimedean Middle Conservatory to maintain a learning and working environment that is free from religious, racial, sexual harassment or sexual orientation harassment and supports a safe, supportive school climate for all of our students.

Bullying can include behaviors such as: physical violence and attacks, extortion and theft, taunts, name-calling and put-downs, peer group exclusion, threats and intimidation, and cyber-bullying.

Any student that believes he or she has been harassed or bullied should report it immediately to a teacher, counselor or school administrator. Any school employee made aware of bullying shall report it to the Principal.





## Ways that parents/guardians can help if your child is being bullied:

- Be supportive.
- Listen, get the facts, and assess your child's feelings.
- Let your child know that it's not his or her fault.
- Praise your child for discussing the bullying.
- Find out what your child feels he or she needs to feel safe. Communicate with the school administration.
- Talk regularly with your child and school to assess whether the bullying has stopped.
- Encourage and support your child in making friends. **Archimedean Schools Student Support Services:** The Archimedean Student Support Services mission is to provide services and support to students and their families for the greatest level of academic, social, and emotional success. The Department facilitates the support system to ensure all students at Archimedean schools have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of society. All students and parents will be informed on the procedures to access the Trust Counselor or ESE Specialist.

## Cafeteria Rules

Students are expected to: 1. Treat everyone with respect. 2. Speak quietly at all times. 3. Pick up all trash and put it in the proper container. 4. Keep all food and drink in the cafeteria only. No food or drink may be taken outside of the cafeteria for any reason, except with staff permission.

## Code of Student Conduct

### A VIOLATION OF ANY RULE MAY RESULT IN DISCIPLINARY ACTION INCLUDING, BUT NOT LIMITED TO:

- In-school detention
  - Out-of-school suspension (Will be noted on Student's Permanent Record)
  - In-school suspension (Will be noted on Student's Permanent Record)
  - Compensatory payment for damages
  - Loss of grade for assigned work or tests
  - Assigned work related to the offense
- Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may face disciplinary action as a result of what is recorded. Please refer to the **Dade County Code of Student Conduct** for specific infractions and consequences. The primary objective of Archimedean Middle Conservatory is to enhance each student's potential for learning and to foster positive interpersonal relationships. AMC supports the concept that students who possess personal, academic, civic, and occupational adequacies will become effective and productive citizens. Students must develop and accept the responsibilities and obligations of citizenship. AMC utilizes the Miami-Dade Public Schools' Code of Student Conduct (COSC). The COSC helps students take control of their own learning and their ability to positively alter outcomes by employing appropriate personal choices and skills. The COSC creates a safe learning environment to ensure academic success. If this objective is to be accomplished, it is necessary that the

school environment be a safe and supportive community. The “re-culturing” of the school to a positive school climate supports academic achievement and promotes fairness, civility, acceptance of diversity, and mutual respect. To enhance its effectiveness, this document addresses the role of the parents, the students, and school, but also core values and model student behavior, rights and responsibilities of students, Multi-tiered System of Supports (MTSS), and procedures for using corrective strategies, including suspension. The District promotes the following beliefs: - All students are valuable and can make worthy contributions to society. - All students are responsible and accountable for their choices and decisions. - In order to grow and thrive, individuals need caring relationships and a nurturing environment. - Supportive family relationships are the foundation of the community. - High expectations lead to higher performance that empowers individuals and strengthen society. - Continuous learning is a lifelong process that is essential to a productive and enriched life. - Students, parents/guardians, and school employees are encouraged to read the Code of Student Conduct and become familiar with its content.

## **Dress Code**

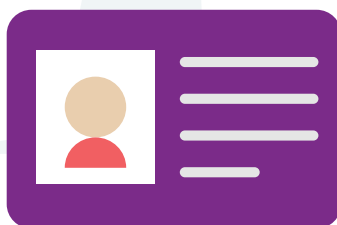
Dress Code Students **MUST** wear the designated school uniform at all times. At certain times of the year and for various activities, the Principal may allow students to wear non school clothing.

Uniforms must be worn properly, proper length of skirts for girls, etc. Anything that distracts from the learning environment is viewed as inappropriate. Starting with the 2024-25 academic year, on PE days, students must wear the AMC Athletic uniform. Students who do not wear the PE uniform will not be allowed to take part in class and will receive a zero for any activities assigned by the PE Teacher.

Uniform and ID rules will be followed very strictly – **NO EXCEPTIONS** - Student may wear **ONLY** the school uniform jacket.

## **Identification Cards**

All students **MUST** wear their ID Cards to school. ID Cards are property of the school and in the event that they are damaged students will be required to purchase a new ID Card. Students may use their ID Cards to purchase food during lunch time in the cafeteria. Temporary ID Cards are printed for daily use at a surcharge.





## PARENT VOLUNTEERS

Research has shown that Students do best when their parent(s) are involved in their education. The parent-home connection is important to the School. Archimedean parents are strongly encouraged to become active stakeholders in their child's educational success by completing 30 hours of service to the school prior to the last day of school. Examples of participation are the following:

Participate in school functions and activities which benefit their child(ren); Participate in PTO; (PTO membership required for all parents) Support the teachers and the School in working with your child(ren); Meet the 30 hour volunteer obligation, per parent contract. (Per family)

### Procedure to complete Parent Volunteer Commitment

Opportunities to volunteer arise throughout the school year. When these opportunities surface a mass email goes out to parents with instructions on how and when to volunteer. Some examples of the regular volunteering opportunities are listed below but there are many more opportunities.

- Greek Night (early November)
- Support our academic teams (after school teaching and mentoring)
  - Science Olympiad
  - History Bowl
  - Model United Nations
  - Math
- Saturday School support (all year)
- Testing snack donations (May)
- Support PTO with student activities
  - October Events -Dance
  - Talent Show (February)
  - End of year celebrations
  - Field Day (June)
  - 8th grade Dance (May)

For each event there is a sign-up sheet where parent hours are logged. The leader of the event is responsible to turn in the volunteer log to the office to be entered in Archie – the school's data management system. Volunteer hour reports are generated 2 to 3 times a year and are emailed to all Archimedean families.





## SCHOOL PARENT CONTRACT 2024-2025

*Adherence to the items listed in the Parent Contract are taken seriously.*



*Please read carefully. Your signature indicates you understand and accept the commitment you make in registering your child at our school. Please Click [HERE](#) to sign.*

- Parents understand that students of the Archimedean Middle Conservatory are Miami-Dade County Public School (M-DCPS) students subject to applicable policies and entitled to the same rights. Archimedean Middle Conservatory adheres to the rules and policies, as stated by the M-DCPS and the Archimedean Board.
- All families of students in Archimedean Academy, Archimedean Middle Conservatory and Archimedean Upper Conservatory must complete 30 volunteer hours or equivalent (equivalency must be acceptable by the School) per school year per family.

**The School strongly recommends the Parents to perform their volunteer hours** in order to promote the Parents' commitment and involvement in their child's education.

- School uniforms must be worn every day. Parents are to ensure that their child is wearing the proper uniform (see Uniform Policy). Students who arrive to school without proper uniform will be placed on notice, as stated in the **Parent Handbook**.
- Classes begin promptly at **8:30 a.m.** **Classes end at 4:30 p.m.** Early release on Fridays **3:25 p.m.** Please be advised that any student arriving after **8:30 a.m.** will be marked as tardy and must report directly to the Main Entrance for a tardy pass. Parents will be informed of their child's attendance status each nine-week period. Records of poor attendance, including tardiness, will be maintained in the child's permanent record. It is strongly advised that students arrive between **8:00 and 8:25** in order to beat traffic Parents are to follow student drop-off and pick-up procedures and abide by ALL traffic/parking rules.
- Parents are allowed in the main school building during regular visiting hours (8:30-4:30). They must register in the reception area to receive a valid Visitor's Pass. As a safety precaution, all parents and visitors must wait outside of the building during the dismissal bell.
- Parents of students who are not enrolled in the before-school program are to ensure drop-off no earlier than their child's school opening time. If the student is dropped off before the school's opening time, parents may be charged a fee up to the equivalent of one-day participation in the before-school program (see Parent Handbook, ACC Handbook).
- Parents are expected to try and resolve their concerns with teachers FIRST. If the problem requires further discussion, you may schedule an appointment with the school administration. The School's conflict resolution designee and the President/Chairman of the Archimedean Board is also available for conferences.
- The School believes that parents play an integral role in their child's educational and social life. For this reason,



the School asks that a parent/guardian personally transport their child to and from school. Carpooling is permitted, as it, too, positively contributes to the child's socio-educational life.

- Parents and students are required to adhere to all school policies.

**All fee-based Services, such as Lunch and After School Care, are prepaid.**



**All fee-based Services, such as Lunch and After School Care, are prepaid.**

**As the parent(s) and/or guardian of the following student, I understand that by my signature, I agree to abide with the required School's policies and rules, as stated in the:**

- A. Archimedean Middle Conservatory Parent Contract.**
- B. Parent/Student Handbook.**
- C. Before and After School Care Program Handbook**
- D. MDCPS Code of Student Conduct**
- E. Archimedean Schools Policies and Procedures**

Student's Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

*Print: LAST FIRST MIDDLE*

Parent or Guardian Signature: \_\_\_\_\_ Signature Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

*Print: LAST FIRST MIDDLE*

Parent or Guardian Signature: \_\_\_\_\_ Signature Date: \_\_\_\_\_



## CONTRATO ESCOLAR PARA PADRES /MADRES /ENCARGADA 2024-2025



*El cumplimiento de los puntos enumerados en el Contrato para Padres se toma muy en serio. Por favor, léalo cuidadosamente. Su firma indica que entiende y acepta el compromiso que adquiere al inscribir a su hijo en nuestra escuela. Por favor, haga clic **AQUÍ** para firmar.*

- Los padres/madres/encargada entienden que los estudiantes de Archimedean Middle Conservatory son estudiantes de las Escuelas Públicas del Condado de Miami-Dade (MDCPS) sujetos a las políticas aplicables y con los mismos derechos. Archimedean Middle Conservatory se adhiere a las reglas y políticas, según lo establecido por las M-DCPS y la Junta de Archimedean.
- Todas las familias de los estudiantes de Archimedean Prekindergarten, Archimedean Academy, Archimedean Middle Conservatory y Archimedean Upper Conservatory deben completar 30 horas de voluntariado o su equivalente (la equivalencia debe ser aceptable para la escuela) por año escolar por familia.

**La escuela recomienda que los padres realicen sus horas de voluntariado** para promover el compromiso y la participación de los padres en la educación de sus hijos.

- Los uniformes escolares deben usarse todos los días. Los padres deben asegurarse de que su hijo use el uniforme adecuado (consulte la Política de uniformes). Los estudiantes que lleguen a la escuela sin el uniforme adecuado serán notificados, como se indica en el Manual para padres.
- Los padres deben comunicarse con la oficina si su hijo/hija va a estar ausente. El día que regrese a la escuela, debe traer una nota escrita a mano de los padres explicando el motivo de la ausencia, de lo contrario, la ausencia se considerará no justificada. Las clases comienzan puntualmente a las 8:30 a.m. Las clases terminan a las 4:30 p.m. Salida temprana los viernes a las 3:25 p.m. Tenga en cuenta que cualquier estudiante que llegue después de las 8:30 a.m. será marcado como tarde y deberá presentarse directamente en la entrada principal para obtener un pase de tardanza. Se informará a los padres sobre el estado de asistencia de su hijo cada período de nueve semanas. Los registros de mala asistencia, incluida la tardanza, se mantendrán en el expediente permanente del niño. Se recomienda encarecidamente que los estudiantes lleguen entre las 8:00 y las 8:25 para evitar el tráfico. Los padres deben seguir los procedimientos de dejar y recoger a los estudiantes y cumplir con TODAS las reglas de tránsito y estacionamiento.
- Los padres pueden ingresar al edificio principal de la escuela durante el horario de visita regular (8:30 a 4:30). Deben registrarse en el área de recepción para recibir un pase de visitante válido. Como medida de seguridad, todos los padres y visitantes deben esperar afuera del edificio durante el timbre de salida.
- Los padres de estudiantes que no están inscritos en el programa antes de la escuela deben asegurarse de dejar a su hijo no antes de la hora de apertura de la escuela. Si se deja al estudiante antes de la hora de apertura de la escuela, se les puede cobrar a los padres una tarifa equivalente a un día de participación en el programa antes de la escuela (consulte el Manual para padres, Manual de ACC).
- Los padres de estudiantes que no están inscritos en el programa después de la escuela / actividades después de la escuela o que no se han inscrito para el transporte en autobús deben asegurarse de recogerlos antes de la hora de salida. Si se recoge al estudiante más de 15 minutos después de la hora de salida, se puede cobrar a



los padres una tarifa equivalente a la participación de un día en el programa después de la escuela (consulte el Manual para padres, Manual de ACC).

- Se espera que los padres intenten resolver sus inquietudes con los maestros PRIMERO. Si el problema requiere una discusión más profunda, puede programar una cita con la administración de la escuela. El designado de resolución de conflictos de la escuela y el presidente/director de la junta de Archimedean también están disponibles para conferencias.
- La escuela cree que los padres juegan un papel integral en la vida educativa y social de sus hijos. Por esta razón, la escuela solicita que un padre/tutor transporte personalmente a su hijo hacia y desde la escuela. Se permite compartir el automóvil, ya que también contribuye positivamente a la vida socioeducativa del niño.
- Se requiere que los padres y los estudiantes cumplan con todas las políticas de la escuela.

Todos los servicios con tarifa, como el almuerzo y el cuidado después de la escuela, se pagan por adelantado.

**Siendo el padre, madre o tutor del estudiante, entiendo que mi firma asegura que acepto seguir las normas de la escuela que se encuentran escritas en:**

- A. El Contrato de Padres de Archimedean Middle Conservatory.**
- B. El manual de Padres y Estudiantes.**
- C. El manual del Programa de Cuidado de Antes y Después de Clases.**
- D. El Código de Conducta Estudiantil de las M-DCPS**
- E. Políticas y Procedimientos de Archimedean Schools**

Nombre del Estudiante: \_\_\_\_\_ Grado: \_\_\_\_\_

Nombre del Padre/Madre/Tutor: \_\_\_\_\_  
*APELLIDO NOMBRE SEGUNDO NOMBRE*

Firma del Padre/Madre/Tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre del Padre/Madre/Tutor: \_\_\_\_\_  
*APELLIDO NOMBRE SEGUNDO NOMBRE*

Firma del Padre/Madre/Tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

**MAKING HISTORY EVERY DAY**





# ARCHIMEDEAN SCHOOLS

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