

ARCHIMEDEAN UPPER 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 Upper Conservatory your agreement and acknowledgment of the terms of this contract and content of this handbook [\(Page 39\)](#)

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 Upper Conservatory su acuerdo y reconocimiento de los términos de este contrato y el contenido de este manual [\(Página 41\)](#)

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
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					

OCTOBER 2024						
SU	M	TU	W	TH	F	S
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27	28	29	30	31		

NOVEMBER 2024						
SU	M	TU	W	TH	F	S
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DECEMBER 2024						
SU	M	TU	W	TH	F	S
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8	9	10	11	12	13	14
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29	30	31				

JANUARY 2025						
SU	M	TU	W	TH	F	S
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5	6	7	8	9	10	11
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FEBRUARY 2025						
SU	M	TU	W	TH	F	S
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MARCH 2025						
SU	M	TU	W	TH	F	S
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30	31					

APRIL 2025						
SU	M	TU	W	TH	F	S
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6	7	8	9	10	11	12
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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
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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

Dr. George Kafkoulis	Acting Superintendent Archimedean Schools
Mr. Demetrios Demopoulos	Archimedean Middle Conservatory Director
Ms. Olga Bardoutsos	Archimedean Middle Conservatory Assistant Director
Mr. Zachary Kertesz	Archimedean Middle Conservatory Assistant Director
MS. Lisa Ibarra-Rivera	College Admissions Counselor
Mr. Dimitrios Bardoutsos	Chief Executive Business Officer
Mr. Nicholas Roussi	IT Manager/Plant Manager
Ms. Claudia Orellanos	Administrative Secretary
Ms. Elizabeth Hernandez	Payroll Bookkeeper/HR
Ms. Anitha Shetty	AUC Registrar
Ms. Yuleydis Marrero	AUC Receptionist
Ms. Sylvia Infante	Trust Counselor
Ms. Diana Aviles	ESE Specialist
Ms. Keven Gomez	School Nurse
Mr. Lambros Katsoufis, Esq	Conflict Resolution Designee
Email: lkatsoufis1@me.com tel: 786-303-6376	

STUDENT SERVICES TEAM

Diana Aviles	ESE Specialist
Ms. Maria Rivas	School Psychologist
Meaghan Chaplin	District Staffing Specialist

PTSO BOARD

TBA	President
TBA	Vice President
TBA	Secretary
TBA	Treasurer

AUC FACULTY

Alvarez, Carlos	English
Artopoulos, Leonidas	Mathematics
Aviles, Diana	ESE Specialist
Bardoutsos, Olga	English & World Languages
Dr. Boukas, Lambros	Computer Science, Academic Competitions
Caban-Klepacova, Jana	Science & Academic Coach
Chaidos, Fotios	Mathematics
Craan, Vanessa	Fine Arts & Event Coordinator
Dasteridou, Magdalini	Greek Language
Demopoulos, Demetrios	Mathematics
Erayil, Praseena	Mathematics
Galouka, Athina	Greek Language
Gomez, Kathleen	English
Ibarra-Rivera, Lisa	Science and College Counseling
Dr. Kafkoulis, George	Mathematics
Kertesz, Zachary	English
Kostakis, Onoufrios	Computer Science, Academic Competitions
Leon, Hector	Mathematics
Marques, Nelson	Social Studies
Marquez, Nimia	Performing Arts
Montes, Juan	Performing Arts
Morgante-Giuliani, Agostina	Philosophy, Academic Coach & College Counseling
Dr. Panneerselvam, Kalai	Science & Academic Coach
Patino, Tatiana	English
Palos, Jose	Social Studies
Dr. Panagopoulos, Nikolaos	Mathematics
Dr. Sykopoulos Bellos, Avgoustinos	Performing Arts
Theodorakidis, Efthymios	Physical Education & Athletic Director
Torres-Fernandez, , Liset	Philosophy & World Languages
Trainor, John	Social Studies
Stavropoulou, Despoina	Greek Language
Stergiou, Antonis	Greek Language
Suarez-Gonzalez, Lismary	Science
Yamron, Todd	History, Academic Coach



INTRODUCTION

Archimedean Upper Conservatory Charter School was founded in July of 2008. Dr. George Kafkoulis, Associate Professor of Mathematics at Florida International University was the chair of the founding committee. Founding Steering committee members included a resource of individuals from the Greek and Greek-American communities, a technical consultant, a faculty member of a local university, and attorneys.

Currently, Archimedean Upper Conservatory is governed by a Board of Directors. Its funding sources come from the Florida Department of Education. Lottery drawings are conducted when applications outnumber the available seats. The School employs certified teachers, and adheres to all health and safety codes, like all other public schools.

Parents play an integral part in this School community, and are required to participate as volunteers, as stated in the Parent Contract. To this end, children, parents, faculty and staff interactions blend together to promote and support this unique educational environment



SCHOOL MISSION STATEMENT

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

SCHOOL VISION STATEMENT

The Founders envisioned creating 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 wind behind modern science and technology.

AUC VISION STATEMENT

Archimedean Upper Conservatory (AUC) aims to offer a rigorous, balanced, and nurturing education of the highest possible quality in an effort to prepare student for successful passage all the way through to the best graduate programs of the world and develop life-long learners capable of sound critical thinking and judgment.

What Makes Our School Unique

1. The American mathematical curriculum and the Greek mathematics curriculum are each taught an hour every day to every student. The Greek language is used as a linguistic vehicle bringing students a European type of mathematical curriculum as an enhancement to the standard American mathematics curriculum. Greek as a second language is taught in partial immersion classes, and offers students the benefit of learning a language that influenced the majority of the Western European languages as well as the scientific and medical terminologies.
2. The Archimedean Upper Conservatory, a Conservatory of Mathematics and the Greek language, is a 9th through 12th grade public charter school. The large majority of the student population is of Hispanic heritage, with most students having no Greek heritage.
3. AUC's challenging college preparatory program is for those students wishing to reach their full academic and individual potentials.
4. AUC's program is intentionally set up to produce students who are capable of successfully handling demanding coursework and course loads while balancing extra-curricular enrichment activities, a skill invaluable in college. Students from freshmen year take two credits of additional academic coursework yearly compared to that required by the state of Florida. Students therefore graduate having completed 32 credits of coursework, a total of 8 credits or 33% more than the 24 credit minimum state and district graduation requirements. In addition to the applicable Middle School credits some graduates finish their high school careers with up to 36 credits or 50% more high school coursework than is typical and expected. More information [Here](#)



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.

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EDUCATIONAL PROGRAM OVERVIEW

Curriculum Core Concepts

In establishing its innovative program, Archimedean Upper Conservatory has identified the following core concepts:

- **Small Classroom Sizes:** Our classes consist of fewer than 21 students on average.
- **Hybrid Daily Schedule:** Some class sessions are 65 minutes long, 4 times a week while others are 50 minutes long, 5 times a week. This schedule draws from advantages of both traditional 50-minute fixed schedule and block schedule.
- **Daily participation in Greek language immersion and Greek mathematics:** Such participation enhances the mission and vision of the school to teach the art of critical thinking in mathematics.
- **Active and constructive parental involvement:** Such involvement ensures that a parent will actively participate in his/her child's education, which serves as a "tuition investment" in the student's education.
- **Innovative use of technology in the classroom:** Curriculum instruction is improved by such technology since it extends and continues the learning environment from the school to the home. Students actively use technology in class.

The Archimedean Upper Conservatory Curriculum

- The curriculum of Archimedean Upper Conservatory is designed to serve students of various ability levels. The course of study for students is based on the Next Generation Florida Sunshine State Standards, and includes language arts, mathematics, science, social studies, foreign languages, and a daily average of two hours of Greek Immersion course of study.
- In addition to the regular academic program, Archimedean Upper Conservatory offers art, and physical education and/or health/personal fitness.

Mathematics

- Archimedean Upper Conservatory students enroll in two one-credit mathematics courses every year except Senior Year.
- One course is taught in English, following the Next Generation Florida Standards, and the national standards (National Council of Teachers of Mathematics, NCTM). This could be any of the following courses: Algebra II, Pre-Calculus, Statistics, Calculus, Multivariate Calculus.
- One course is taught in Greek, following the Next Generation Florida Standards, and the national standards (National Council of Teachers of Mathematics, NCTM). This could be any of the following courses: Geometry, Trigonometry & Analytic Geometry, Discrete Math.

Reading and Language Arts

- The areas of language arts are presented and taught as required by the Miami-Dade County Public Schools' student progression plan and the Florida Standards.
- Students are screened and assessed for their reading strengths and weaknesses (I-ready assessment).

EDUCATIONAL PROGRAM OVERVIEW

- The reading curriculum uses Novel-based instruction, and a wide variety of selected reading resources to teach the Florida Standards.
- Students are encouraged to read daily at home.

Science

- The science course sequence from 9th to 12th grade is currently the following: Physics, Chemistry, Biology, Second Year of Physics or Environmental Science.

Social Studies/Humanities

- The following course sequence (9th grade to 12th grade) is mandatory for all students: World History, Human Geography or European History, U.S. History, American Government and Economics.
- The following course sequence (9th grade to 12th grade) is mandatory for all students: Ethics, Semantic & Logic, Political Philosophy, Women's Studies.

Art, Music and P.E.

- Several Performing & Fine Arts classes are offered every year in the elective zone.
- Physical & Health Education is offered for credit to all students once in their academic program.

Assessment:

The District Testing Calendar is available [Here](#)

The Archimedean Upper Conservatory testing calendar is available [Here](#)

- The Archimedean Upper Conservatory participates in all applicable components of the Florida Standards Assessments and all End of Year Subject Testing as it is developed and implemented in Florida, and other age-appropriate tests that may be required and/or recommended by M-DCPS such as Elevation and Interim Assessments. The students participate in all College Board administrated exams, including PSAT, SAT, and Advanced Placement examinations.
- Other internal testing and assessment, such as competency-based standardized tests, may also be used by Archimedean Upper Conservatory to evaluate the effectiveness of its curriculum and teaching methods.
- The AUC students are encouraged to take part in the Greek Language Attainment Examinations yearly. These are International Greek Language Exams at various levels organized by a department of the Greek Ministry of Education.

FSA LEA AND End of Course Testing Results and School Awards

Archimedean Upper Conservatory is an A+ school, and has met 100 % the AYP requirement for the No Child Left Behind Act since its inception in 2008. Read more at [Schools of Excellence](#)

Archimedean Upper Conservatory is SACS Accredited and is a nationally recognized Blue Ribbon School.

AUC SCHOOL OPERATIONS PART 1

ARRIVAL, TARDY, DISMISSAL & ABSENT POLICY

Introduction

School Board Rule 6Gx13-5A-1.04: "There are probably no factors more important to successful school progress than regular and punctual school attendance. Students who are tardy or absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students withdrawing from school.

AUC SCHOOL HOURS	
STUDENT ARRIVAL	8:00 to 8:30 A.M.
CLASSES BEGIN	8:30 A.M.
SCHOOL ENDS (Monday through Thursday)	4:30 P.M.
SCHOOL ENDS (Fridays)	3:25 P.M.

ARRIVAL

- Parents are to obey all drop-off and pick-up procedures to ensure the safety and security of all students. Students are dropped-off by the NORTH WEST Entrance prior to 8:30 A.M. **Students arriving to school at 8:30 or later MUST be dropped off by the main reception area on the first floor**, in order to get a late pass and sign the late log. Parking lot traffic flow is to be respected and adhered to at all times.
- Students need to learn the importance of regular school attendance. It is the parents' responsibility to ensure that their child(ren) arrive at school on time.
- The Archimedean Upper Conservatory classes begin promptly at 8:30 a.m. The school day ends at 4:30 P.M. Therefore, **your child must be in his/her classroom and ready to begin the day no later than 8:30 A.M. You should not be dropping them off at that time as they will be late to class.**
- Arrival time is not the time for parent conferences. Faculty and staff have been directed by this administration not to engage in "just one-minute" conferences with parents. This takes the teacher's time and focus away from his/her students at a time critical to beginning a new learning day. **Please do not ask or expect our teachers to compromise this policy.** Teachers welcome pre-arranged conferences to discuss matters regarding his/her students. Your cooperation and understanding is appreciated.

AUC SCHOOL OPERATIONS PART 1

TARDY POLICY

- Our classes must begin promptly. Tardies affect student's academic performance. Tardies also disturb the learning environment of the rest of the class. Students will be given administrative Saturday detentions for **excessive tardies (4 or more within a given quarter)**. Parents are responsible for making sure their child(ren) are on time at school every day.
 - Students must report directly to the main office after 8:30 a.m. for a late pass, or they will not be permitted in class.
 - Students will be given administrative Saturday detentions for excessive tardies (4 or more within a given quarter). Should continued tardies be noted, the parent will be contacted by the School Administration to take administrative action.
 - **Continued tardies will result in a school referral of poor attendance, and will affect the child's permanent record.**
 - For more detailed information please see the **MDPS Attendance Policy**

DISMISSAL POLICY

- Early Dismissal: The Main office will notify the classroom teacher to send your child to the main office. Parent or guardian must sign the Early Pick-Up Log. Only persons on the student's emergency card are allowed to pick students up early. In order for your child to be excused early, he/she must be signed out by the adult picking them up in the Log for Early Pick-Up.
- There will be no early dismissals after 4:00 PM on Mondays through Thursdays and after 2:55 PM on Fridays.
- Exceptions will be made for doctor appointments, with an appointment card shown by the parent to staff in the main office. Early dismissal after a field trip or school event is not permitted.
- Children may not return to the building after dismissal to wait for friends or siblings, nor visit other classrooms.
- Anyone wishing to pick-up a student must be on the Student Emergency Card.
- **Students 18 years of age may sign themselves out 3 times per school year.**
- **AUC students are not allowed to park in the school parking lot.**
- **Self-Checked out Students cannot return to school unless they have a doctor's excuse.**
- **Students may not go off campus for lunch, nor have food delivered from restaurants.**

AUC SCHOOL OPERATIONS PART 1

ABSENCES

Please call/email and inform **the School** if your child will be absent. School Board Rule 6Gx13-5A-1.04 defines "Excused Absences" as:

Excused School and Class Absences and Tardies

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. 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, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
3. Death in family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and region, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

Excessive school absenteeism can result in course failure.

The attendance policy is established by the School Board, Highlights of the attendance rules are as follows:

All other absences not listed above are considered **unexcused**

The student is expected to:

- take advantage of his/her educational opportunity by attending all classes punctually on a daily basis
- provide the school with a written explanation for any absence/tardiness
- request the make-up assignment for all excused absences/tardiness from his/her teachers upon his/her return to school or class. It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work
- complete the make-up assignments for classes missed within a reasonable amount of time. Failure to make-up all assignments will result in lower assessment of the student's academic and/or effort grade.

The parent is expected to:

AUC SCHOOL OPERATIONS PART 1

- report and explain an absence to the school and all doctors notes should be directed to the attendance office.
- be responsible for his/her child's school attendance as required by law
- be aware that tardiness places his/her child's learning in jeopardy and interrupts the learning of other students
- stress the importance of regular and punctual school attendance with his/her child
- personally contact the school after his/her child's third consecutive absence (a doctor's excuse is required.)

A student accumulating (10) or more unexcused class absences in a school year (or 5 within a semester) will be subject to the withholding or passing of final grades, pending an administrative/parent meeting to review all absences. Failure to attend school and/or to meet the requirements for the school year could also result in retention.

STUDENT EMERGENCY CONTACT CARD

- Safety is a priority in this school! 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.
- Please feel free to stop by the office and update the card at any time.
- The Emergency Care 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.

LEGAL ACCESS TO STUDENTS

- Parents or guardians are to submit to the School a copy of any legal documents which indicate who is permitted legal access to the student and/or the school records. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's
- In the absence of verified and authorized consent, persons (personal friends and/or others) will be denied access to a student.

AUC SCHOOL OPERATIONS PART 2

CODE OF STUDENT CONDUCT

Environment

Archimedean Upper Conservatory maintains an anti-bias or discrimination policy and non-violent atmosphere. It operates under the [M-DPS Code of Student Conduct](#).

Establishing a positive learning environment

- Archimedean Upper Conservatory believes students should demonstrate Respect for self and others; take Responsibility for their own learning and behavior; and, be Ready to Learn each school day.
- Archimedean teachers act as facilitators of learning, while building a sense of community in the classroom. The teachers guide students in critical thinking, decision-making, problem solving, and self-expression.
- Archimedean students are treated as thinking, communicating individuals.
- Archimedean Upper Conservatory follows the Miami-Dade County Public Schools' "Code of Student Conduct Book." Classrooms will be visited by the administration to discuss the contents of the "Code" booklet.
- As a parent understanding of The M-DCPS Code of Student Conduct is important. Disciplinary issues take the form of conflict resolution, talking through issues and natural consequences based on individual student's behavior. Parents will be notified by teachers or by the administration when student behavior warrants this action.
- Each classroom teacher has established a list of rules and appropriate consequences for appropriate student management. These rules are communicated to parents.

BEHAVIORAL MANAGEMENT PROCEDURES

Appropriate behavior and good school work will be rewarded with praise and recognition. When inappropriate behavior is noted, the following action will be taken:

- **First Warning:** Verbal reprimand
- **Second Warning:** Student sent to Assistant Principal (A record is kept of all offenses such as: out of uniform, disruptive behavior, missing homework, etc.)
- **Third and final:** Administrative Saturday Detention. Should behavior persist beyond this point a parent meeting is requested with the student and principal to determine what further action is required.

The Code of Student Conduct Handbook will guide the administrative consequences for continued inappropriate behavior. These consequences include serving detention and indoor/or outdoor suspension. In accordance with the Code of Student Conduct of Miami-Dade County Public schools, certain misbehaviors such as fighting, bullying, defiance of school personnel, and/or harassment call for an immediate suspension with no prior warnings. The school has a zero-tolerance policy for such behaviors. (Please refer to school website for details to this Handbook)

Continued disruptive behavior that is detrimental to the educational function of the School and/or takes away the learning from other students will result in a recommendation by the Principal to the Board of Directors for the expulsion of the student from the School.

AUC SCHOOL OPERATIONS PART 3

COMMUNICATION

School Responsibility

The AUC communicates with parents and students throughout the year about all major events such as: college presentations, exam schedules, achievements and so forth. This communication is done mainly through email. Please make sure that the Main Office has your updated email addresses.

The AUC website archimedean.org is another way to keep informed as to what is happening at school. The AUC teachers all have an Archimedean email which is as follows: first.lastname@archimedean.org. Should you have any problems communicating with teachers please contact : olga.bardoutsos@archimedean.org

As a public school the AUC uses the electronic grade book to report all grades which is a great tool to keep you informed about your son/daughter's progress. It can be accessed at [The Miami Dade Schools Website](#) Report cards and Interim report cards are sent home every nine weeks as per the [Miami Dade Public School Calendar](#)

The Archimedean Schools' Calendar slightly deviates from the Dade Schools' Calendar. Please Refer to the first page of this handbook for the ARCHIMEDEAN SCHOOLS CALENDAR. The changes in the calendar were made to better serve the students' academic interests.

Interim Progress Reports monitor student's progress and are sent home approximately four weeks prior to the end of each nine week grading period. Please sign and return the Progress Report to the homeroom teacher. Note if a conference has been requested by the teacher please contact the appropriate teacher(s) no later than a day after receiving the notice.

Finally the school has ARCHIE for homework use. Teachers will post homework and due dates and students are required to check Archie daily for homework assignments. Each student has his own account. Student username is first letter of his first name and full last name. The password is Archimedean. Once students access their Archie account they are encouraged to change the password. ARCHIE can be accessed at sis.archimedean.org

The Parent Teacher Student Organization (PTSO) is a great source of information about school events and opportunities for parent involvement in their child's education. GENERAL PTSO Meetings are scheduled on the first Thursday of each month at 6:30 PM, Parents are strongly encouraged to participate. Mass Email reminders are sent out with the PTSO Agenda.

Parent Responsibilities

Communication between parent and School is vital to the success of your child(ren) and our students. Please keep yourself informed as to your child's progress at school. Notify the school with any concerns you may have concerning his/her progress. Please notify us immediately:

- Of any specific turn of events and/or family crisis which might affect your child(ren) at school.
- With updates and any changes in email address, home address, phone numbers, cell, and beepers, are critical to the School, and vital in cases of emergency. Please maintain accurate and current contact

AUC SCHOOL OPERATIONS PART 3

information with our main office personnel.

- If there is a problem or concern, please call our school office for an appointment to see a teacher, or administrator, depending on the nature of the concern. School Number 305-279-6572

Conferences and Meetings

- Teachers are available to meet with parents in pre-scheduled conferences throughout the school year, as needed. Please send an email to the teacher directly.
- Parent meetings will be held within the school year to inform parents of testing programs specific to their child(ren)'s grade.
- An OPEN HOUSE is held within the opening weeks of the new school year. This is an opportunity for parents to meet teachers, view the classrooms, and learn about our academic programs.

Chain of Command / Conflict Resolution

Step 1

Parents should first speak with their child's teacher regarding a problem or concern they may have.

Step 2

If more information is needed or required, parents may call the school office to speak with the assistant principal, or principal.

Step 3

If no resolution has been found, a parent may contact Archimedean Board Member, Mr. Lambros Katsoufis ikatsoufis1@me.com, tel: 786-303-6376 to assist with resolving the issue.

Step 4

The President of the School and Chairman of the Board, Dr. George Kafkoulis georgekafkoulis@gmail.com, is available to discuss with parents those issues which have remained unresolved.

Step 5

A parent may ask the Archimedean School Board to visit the issue.

Auc Website Link For The Latest News

- Check **our website** frequently for updated news

GRADING POLICY

Academic Grades

Grades are substantiated by informal and formal assessments. All grades are available through the Parent View via the Miami-Dade County Public Schools website [Parent Portal](#). A login username and password are needed in order to access student grades.

Teachers give on average two grades per week, per subject and have approximately one-week turnover time for the input of grades.

Academic grades are to reflect the student's academic progress based on the standards for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct.

AUC SCHOOL OPERATIONS PART 3

GRADE	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

SCHOOL-WIDE GRADE WEIGHTS	
Tests	40%
Quizzes/Projects	30%
Classwork/Participation	20%
Homework	10%

2-point Rule

In authorized annual courses, the student's final grade is determined by the teacher as follows: 25 percent for each of four nine-week grading periods, with a provision for teacher override. This equates to an average of eight points required to pass an annual course using a 4.0 scale. In order for AUC Students to pass an annual course a minimum of 6 grade points must be earned of which at least two must be in the second semester.

EXAMPLES

Quarter 1	Quarter 2	Quarter 3	Quarter 4	FINAL YEARLY GRADE
B	B	F	D	F
C	C	D	D	C
C	D	C	D	C
F	D	B	B	C

AUC SCHOOL OPERATIONS PART 3

Conduct

Conduct grades are to be used to communicate to both students and their parents the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

Effort

An effort grade should coincide or correspond to a student's participation in class, completion of homework/classwork, completion of extra credit and/or bonus assignments, and/or participation in interventions.

Grade Point Average

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

Grade Point Average	
A	3.50 and above
B	2.50 – 3.49
C	1.50 – 2.49
D	1.00 – 1.49

Homework / Make-up Assignments

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher.

Homework

Homework is posted on our school's website. Students are responsible for completing homework on a daily basis. It is expected that your child understand how to complete the homework assignment. Should you find that your child consistently does not know or understand the homework assignment(s), please contact the teacher(s) immediately via email to schedule an appointment.

- If your child continuously takes an excessive amount of time to complete the homework being assigned, please contact the teacher(s) immediately.
- Homework is checked by the teacher for submission ,and completion and/or correctness.
- Homework may or may not be assigned a daily grade.

AUC SCHOOL OPERATIONS PART 3

- Monitoring the completion supported by comments of encouragement is acceptable.
- Homework time varies with each teacher and subject material.
- In the event a student is absent, the student must contact the teacher to make arrangements for make-up work and homework assignments.
- It is the student's responsibility to complete and turn in homework - not the parent's. Forgotten homework will not be delivered to classrooms. It should be turned in the following instructional day.
- Plagiarism, and/or work not completed by the student is taken very seriously, and will result in a grade of "F" on the assignment and a conference with the teacher and/or the administration. Repeated offenders will also receive disciplinary actions as per **the code of student conduct**.
- Continued failure to complete assignments could result in behavioral consequences such as detentions and/or suspensions, as recommended in the **Miami-Dade County Public School's Code of Student Conduct**.

AP POLICY

All students enrolled in an AP Class must participate in the AP exam at the end of the academic year. Students who do not take the exam will lose the weighted points from the AP Course and his/her transcript will not reflect the AP Class.



AUC SCHOOL OPERATIONS PART 4

HEALTH, SAFETY & NUTRITION

School Visitations

To ensure the safety of all students we request that all visitors follow these procedures:

- All parent volunteers and/or visitors to the School will sign the Visitor's Log in the main office to receive a Visitor's Badge.
- Parents are not permitted to speak to students (other than their own child) for the purpose of disciplining a student while at school. Should a problem arise, the volunteer should contact the teacher in charge of the group.
- Parents are welcomed at Archimedean Upper Conservatory, but not at the expense of interrupting classroom instruction.

Parents and visitors are expected to observe the fire regulations, respect the morning exercises, and to conduct themselves in a manner which will not interfere with the School's instructional program.

Illness

In order for the School to maintain a healthy environment, we need your cooperation. Please do not send your sick child to school. Runny nose, congestion, coughing, sneezing, etc. can be most contagious at the onset of an illness. It is to everyone's benefit, especially to your child, that he/she be kept at home.

- If your child has been vomiting, or has had a fever or diarrhea during the evening, s/he needs to remain home a minimum of a day, symptom free, before returning to school.
- If your child has a communicable condition or illness, e.g., strep throat, chicken pox, conjunctivitis, lice, ring worm, etc., a doctor's note is required in order for your child to be readmitted to school. Please be sure to call us immediately when your child contracts such illness or condition as other parents in the School must also be advised.
- The school does have a school nurse on campus to help monitor student health.
- If during the course of the day, it is determined that your child is not well enough to stay in school, your child must be picked up within the courtesy hour of notification of his/her illness. Your child will be more comfortable resting at home.
- When a parent cannot be reached, the first person listed as the emergency contact person will be called to pick up your child.

Medication

- If your child is taking a prescribed medication, the office must be notified with a doctor's note. The School must be made aware of any side effects (drowsiness, hyperactivity, diarrhea, etc.) that may impede your child's activity at school.

AUC SCHOOL OPERATIONS PART 4

- If your child requires (prescribed) medication during the school day, the following procedures must be followed:
 - a) The parent must come to the office and have the Authorization for Medication form completed by a physician.
 - b) The medication will be kept under lock and key in an area designated by the principal.
 - c) A log is kept for each student taking medication.
 - d) The Authorization for Medication form will remain in a folder with the log until such time that the student is no longer taking medication
- Your child is not allowed to keep medication of any kind (prescribed or over-the-counter) in his/her backpack.
- All medication is locked in a cabinet in the main office.
- Teachers are NOT allowed to administer medication to your child, nor are children allowed to self-administer medication without adult supervision. Only trained, specified office personnel are allowed to administer medication to the child(ren). If you plan to administer medication to your child at school, please pre-arrange the time of your visit with the office.

Safety | School Security | AUC Campus

- Parents and visitors to the School must report to the office to sign in and wear a Visitor's Badge while on the School grounds.
- School personnel have been directed by the administration to immediately stop and redirect to the main office any person (known or unknown to the School) not wearing the Visitor's Badge.
- The AUC restrooms to be used by the AUC students are on the second floor only. Students found in another area unsupervised will face the consequences outlined in the Code of Student Conduct. .

Safety | Accident | Injuries

- An Incident/Accident report is completed if any student is injured during the school day. Parents are informed if an accident report is completed. These reports remain in the School's file for a period of one year.
- In the event of a serious accident or injury, the office will be contacted immediately, while the staff member remains with your child. The School will contact the parent immediately. An assessment will be made to determine if 911 Emergency Medical Assistance should be contacted.
- A student requiring immediate transport to a hospital will be accompanied by a faculty or staff member who will remain with the student until the parent arrives.

AUC SCHOOL OPERATIONS PART 4

Child Abuse and Neglect

- In accordance with the Florida State Law, all faculty and staff members are legally obligated to report suspected cases of suspected child abuse and neglect.
- Archimedean teachers are informed on how to identify signs of abuse and neglect. This is taken seriously and the law will be adhered to in all cases.

Safety Drills

- Regular fire drills are scheduled to practice a safe and orderly manner of evacuation of the school building.
- Required “Lock-down drills” are scheduled during the year per M-DCPS.
- All persons in the building at the time of the drills will follow the School procedures for safe evacuation.

Nutrition—School Lunch

- The School provides a well-balanced lunch. Additional information will be provided during the first weeks of school.
- Lunch is pre-paid please see Mrs Baron any time from 9:30 to 5:30 PM should you have any questions.
- In the first week of school, information will go out to the students including an application for “Free and/ or Reduced Price Lunch.” Should you not receive this application within the first week, you may stop by the office to pick up an application. **Parents must apply for this benefit yearly.** Notification of qualification will be sent home as soon as possible.
- Suggested guidelines for packing a nutritious lunch include one of the following items from each group:
 - a. Meat, poultry, fish, cheese, egg
 - b. Whole grain or enriched bread or crackers, biscuits, rolls or muffins.
 - c. Vegetables and/or fruits; dark green or yellow vegetables (beans, greens, carrots, celery, fresh fruit)
- Food will not be refrigerated or microwaved. Please send food in a thermos or use cool packs.
- Please send a plastic fork or spoon with your child’s lunch. No knives are allowed in school. Knives are considered weapons, will be confiscated, and you will be notified that your child may receive a suspension from school.
- NO SODAS ARE ALLOWED FOR LUNCH.
- Forgotten lunches will not be delivered to classrooms. They may be placed on the table in the foyer, and the teacher will allow those students who have forgotten their lunch to check the table prior to lunch.

Allergies

- If your child is allergic to any particular food, the office, homeroom teacher and Cafeteria Manager must be notified in writing immediately.
- Allergies must also be noted on the Student Emergency Contact Card.

AUC SCHOOL OPERATIONS PART 5

Financial Obligations

All financial obligations incurred, i.e., school fees, textbook loss or damage, club activities, lunch balances ,overdue or lost library books must be paid in the school treasurer’s office. Failure to do so will affect the student’s ability to participate in Senior Activities.

Textbooks/Equipment

Textbooks and/or equipment are school property and are on loan to students. In the event a textbook and/or equipment is lost or damaged, a replacement will not be issued until payment is received by the bookkeeper. Periodic checks will be made to evaluate the condition of books and/or equipment and to check for lost books. An inventory will occur during the first week of school and the last week of school. Note: All financial obligations incurred by textbook lost or damaged must be paid by the end of the school year.



AUC SCHOOL OPERATIONS PART 6

Cell Phones

Possession of a cellular telephone is not a violation of the Code of Student Conduct (CSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus would be a violation of the CSC. First time offenders will have their phone confiscated for two weeks, Second time offenders will have their phones taken away for two weeks and serve a Saturday Detention. Any third time offenders will be dealt with case per case.

Internet Use Policy – Board Rule 6Gx13- 6A-1.112

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the Internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

ACTIVITIES

Clubs

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or non-curriculum related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, non-curriculum related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

Non-School Sponsored Clubs

The State of Florida prohibits the participation of public school students in Fraternities or Sororities, or any other secret society whose active membership is comprised wholly or partly by public school students and its members are selected based on the decision of its members, and not on the rules of the school.

Field trips and Special Activities

The Teachers are responsible for coordinating field trips and activities pertaining to clubs and classes. Participation in field trips requires that the student present a field trip form signed by the parent/guardian to his/her teacher(s) in advance. It is the student's responsibility to make up the work missed while on a field trip. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the field trip prior to the event. In this case, students/ parents will be notified in advance of the vendor's "no refund" policy.

AUC SCHOOL OPERATIONS PART 6

Senior Activities

In order to participate in any or all Senior Activities (Grad bash, the Prom, Commencement Ceremony, Senior Breakfast) students must have completed their community service hours, have no outstanding balance with the school's financial officer, be in good academic standing and on track for graduation. Students must have turned in all required documentation. Seniors will be given more instructions from their CAP Advisor.

Fundraisers – Board Rule 6Gx13- 5C-1.07

Fundraising activities must be conducted during non-instructional class time, preferably before and after school. Club sponsors must apply and receive written permission from the AUC administration for any fundraising Activity.

Fundraising activities involving students working or providing services for community events or outside business organization for which compensation, monetary or otherwise, will be given, either to the students or the school, are not allowed to be conducted as school-sponsored / student fundraisers. High school students are allowed to participate in the sale of magazines.

ATHLETICS

Eligibility/Student Contracts

Any student interested in participating in interscholastic sports must purchase school/football insurance prior to participation at any level. Additional information on the school's athletic programs may be obtained from the Athletic Director Efthymios Theodorakidis

A student is eligible to participate in interscholastic sports if he/she:

- undergoes a physical evaluation yearly, no earlier than June 1
- presents an original birth certificate
- has a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale
- (if in ninth grade) was regularly promoted from the eighth grade the immediate preceding year
- adheres to the principles of good sportsmanship and the ethics of competition at all times

Students will be ineligible to participate in the Sports Program:

The principal will declare a student ineligible for participating in the sports program if the student has not met or upheld the requirements of the "Contract for Student Participation in Interscholastic Competitions or Performances".

- After four (4) consecutive academic years from the date he or she first enrolls in the ninth (9th) grade
- Upon reaching the age of 19 years 9 months

AUC SCHOOL OPERATIONS PART 6

Confidential Information

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records, and are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders. Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

Parent-Teacher Student Organization (PTSO)

The AUC PTSO works closely with the School's administration to schedule events and support the students and the school. There are monthly PTSO meetings (usually the first Thursday of every Month). An email is sent reminding parents to attend the meeting where a great deal of information is shared. It is a great opportunity to communicate with the school and share in the decision making affecting your children. The PTSO works to encourage parent, student and public involvement at the school as a whole.

Insurance

The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions must carry the student accident insurance. The school will forward the 2022-2023 enrollment application and additional information to the parents.

Emergency Contact Information

Student Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information provided on the Student Data/ Emergency Contact Card will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

AUC SCHOOL OPERATIONS PART 6

Health Screening

Tuberculosis Clinical Screening - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

Special Education

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent/guardian consents to initial placement. Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team.

Students with disabilities who are eligible and require special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE). The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information that has been provided through re-evaluation or by the parent/guardian.

Parent involvement in the special education process is very important. Parents will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years.

The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. The Summary of Procedural Safeguards for Parents of Students with Disabilities documents all the information about the rights of parents. This notice of procedural safeguards is made available to the parent/guardian. Rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

AUC SCHOOL OPERATIONS PART 6

As the parent of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's student service provider will help to answer your questions. Additional information may also be found [here](#)

Student Services

Academic Advisement/ College Assistance Program (CAP)

Ms Lisa Ibarra-Rivera is available to speak to parents and students by appointment. To make an appointment **please email her directly**. Throughout the year Ms Ibarra emails parents concerning college visits, application deadlines as well as very important Mandatory College presentations such as: Freshman Orientation, Sophomore College Night, and Junior College Kick Off.

Community Service Minimum Requirements are 100 Hours. Community Service Packet together with other College related forms can be found on [Archimedean Upper Conservatory Website](#)

Permanent Records

Miami-Dade County Public Schools maintains the records of students in PK-12 and adult/ vocational students enrolled in high school completion programs or vocational programs of 450 hours or more. Permanent records consist of the following student information:

- a) pupil's or student's full legal name
- b) authenticated birthdate, place of birth, race, and sex
- c) last known address of pupil or student
- d) names of pupil's or student's parent(s) or guardian(s)
- e) name and location of last school attended number of days present and absent, date enrolled, date withdrawn

Parent Portal

Parents/guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish **a parent user account here** To retrieve your 6 Digit Pin Number **please contact Ms Anitha Shetty**.

At this time, you can see and update personal information, see your child's information - including grades, attendance, and bus route information, and have access to the Parent Resource link, which takes you to sites such as Parent Academy, School of Choice, etc.

AUC SCHOOL OPERATIONS PART 6

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new Choice application that will allow parents' to indicate preferential school choice via the portal; and access to the Supplemental Educational Services (SES) component of the No Child Left Behind Act.

PARENT RESPONSIBILITIES

School Uniform Policy

The AUC has a uniform policy and it is strictly enforced. You may see the uniform on the school website (prices may change from year to year) [Here](#)

- Student uniform must appear clean, and fit properly. The uniform consists of:
BOYS: The uniform consists of white and/or burgundy long sleeved dress shirts, and kaki long pants. No jeans are permitted, except on designated fund raising days. The shirts must be embroidered with the Archimedean Academy logo. Boys' shirts are not required to be tucked in but they are required to wear a belt.
GIRLS: The uniform consists of a white 3/4 sleeve shirt and/or a long sleeved burgundy shirt, and kaki long pants or walking shorts (No leggings allowed). No jeans are permitted, except on designated fund raising days. The shirts must be embroidered with the Archimedean Academy logo.
SHOES: Students may wear athletic shoes or street shoes. No metal cleats on shoes; no crocs, clogs, sandals, or other shoes without back straps. Leather shoe color is black or brown.
ACCESSORIES: No hats, except for religious purposes. Jewelry, although permitted, should be kept to a minimum. Any accessories which divert attention away from the learning environment will not be allowed.
HAIR: Boys and Girls: Hair must be kept at a length that does not cover the eyes or distract from the learning environment.
IDs; Identification Badges are part of the school uniform and must be worn at all times on lanyards which must be visible.- School lunches will not be served without an AUC ID.
Dress Code Violations will be dealt with immediately. Offenders are to be warned once by the teacher. Second time offenders will be given a lunch detention and third time offender will be given a Saturday detention.
- No blue-jeans are permitted except on Fridays in the context of the school's fundraiser.
- **Cold weather AUC jackets, are available from Dedalos, Inc., the uniform company. NO OTHER JACKETS WILL BE ALLOWED.**
- Continual failure to comply with the school's uniform policy could result in behavioral consequences such as detention, as referenced in the Miami-Dade County Code of Student Conduct.

Lost and Found

Please label your child's belongings! We do not have the storage area to maintain all the items in Lost and Found. Our Lost and Found items will be donated to an organization every two weeks.

AUC SCHOOL OPERATIONS PART 6

Money and other Valuables

Students should not bring unnecessary money to school. Student's personal materials are not covered by school insurance.

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 PTSO; (PTSO 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
 - Robotics
 - History Bowl
 - Model United Nations
 - Math
- Saturday School support (all year)
- Testing snack donations (May)
- Support PTSO with student activities
 - October Events -Dance
 - Homecoming Dance (December)
 - Talent Show (February)
 - Senior Breakfast (May)
 - Field Day (June)
 - Prom (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.

AUC SCHOOL OPERATIONS PART 6

Library/Bibliothiki

The Archimedean schools' new library is being set up at present. More information will be given as it becomes available. The library is not yet operational. The library is run by a Volunteer Committee and once it is accessible to students they will be required to follow the rules and guidelines established below:

ARCHIMEDEAN SCHOOLS LIBRARY

Rules & Guidelines

The Archimedean Schools Library Committee (ASLC) has implemented several rules and guidelines to assist us in making the library space more conducive to a study/research area. Anyone who does not abide by these rules may be asked by staff or a library volunteer to leave the premises. Repeated disregard for the rules could lead to future access to the Bibliothiki being denied. By following the rules and guidelines below we can all benefit from the resources provided by the Bibliothiki. Please note the following:

PROHIBITED ACTIVITIES

1. Removing library books without checking them out first.
2. Removing reference materials. Reference materials are tagged with red and white stickers with the word REFERENCE and should only be used in the library for note taking.
3. Eating or drinking in the Bibliothiki.
4. Loitering (hanging out). The library is for use as a study and/or research area not as an area for socializing.
5. Loud noises. Meetings should be conducted in as quiet a manner as possible especially if other library patrons are present. Voices should be hushed and electronic devices must be silenced or put on vibrate. Long phone calls should be taken outside of the immediate library area.
6. Boisterous or disruptive behavior (horseplay). The library is not a playground and offenders will be removed immediately. Boisterous and disruptive behaviors include running, chasing, jumping, banging and/or throwing objects. Keep hands and feet to yourself.
7. Improper use of library furniture and/or equipment. No feet on tables or chairs. No sitting or climbing on tables. No playing with library paraphernalia and/or equipment.
8. Leaving unattended book bags or other personal possessions in the Bibliothiki.

OTHER RULES

1. Treat all library materials with respect. Do not write on the pages or the covers and do not fold or crease pages. If you find a book that is damaged please bring it to the circulation desk for repair.
2. Use placeholders whenever available to temporarily mark a book's location so that it can be replaced if not checked out. Once a book is chosen, return placeholders to the designated holding area for other patrons to use.

AUC SCHOOL OPERATIONS PART 6

3. If any confusion should arise as to where a particular book belongs on a shelf, please leave the book either on the library cart or at the circulation desk for a library volunteer to re-shelf.
4. All library volunteers need to be wearing an Id badge. Only volunteers with a bright green circle on their ID badges are allowed to check out books.

FREQUENTLY ASKED QUESTIONS

Please go to our [school website](#) where you will find answers to many of your question

The Archimedean Academy Inc., Board, adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

- Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.
- Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.
- Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.
- Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.
- The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.
- Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.
- Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.
- The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.
- The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.
- Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.
- Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.
- Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 205.07 (Florida Statutes), which stipulate categorical preferences for employment.

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 Upper Conservatory are Miami–Dade County Public School (M-DCPS) students subject to applicable policies and entitled to the same rights. Archimedean Academy 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**.
- Parents are to contact the office if their son/daughter is going to be absent. On the day he or she returns to school, he or she must bring a handwritten note from the parents explaining the reason for the absence, otherwise, the absence will be z excused absences. Classes begin promptly at 8:30 a.m. and end at 4:30 p.m. and 3:30 pm on Fridays. Please be advised that any student arriving after 8:30 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 8:15 in order to beat traffic and participate in our school-wide morning announcements.
- Parents are to follow student drop-off and pick up procedures and abide by ALL traffic/parking rules.
- Parents are not allowed in the main school building during regular school hours (8:30 a.m.–4:30 p.m. and 8:30 a.m.–3:30 p.m. on Fridays) without a valid **Visitor's Pass**. Parents are not permitted to open classroom doors throughout the instructional day. As a safety precaution, all parents and visitors must wait outside of the building for the dismissal bell at 4:30 p.m., or 3:30 p.m. on Fridays for the main campus.
- 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*).



SCHOOL PARENT CONTRACT 2024-2025

- Parents of students who are not enrolled in the after-school program / after-school activities or have not signed up for bus transportation are to ensure pick up by dismissal time. If the student is picked up more than 15 minutes after dismissal, parents may be charged a fee up to the equivalent of one-day participation in the after-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.

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 Upper 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 Upper Conservatory son estudiantes de las Escuelas Públicas del Condado de Miami-Dade (MDCPS) sujetos a las políticas aplicables y con los mismos derechos. Archimedean Upper Conservatory se adhiere a las reglas y políticas, según lo establecido por las M-DCPS y la Junta de Archimedean.
- Todas las familias de estudiantes en Archimedean Academy, Archimedean Middle Conservatory y Archimedean Upper Conservatory tienen que completar 30 horas de trabajo voluntariado o equivalente (la equivalencia debe ser aceptable para la escuela) por año escolar por familia. La escuela recomienda encarecidamente a los padres/madres/encargada que realicen sus horas de voluntariado para promover el compromiso y la participación de los padres/madres/encargada en la educación de sus hijas.
- Los estudiantes tienen que utilizar sus uniformes escolares todos los días. Los padres/madres/encargada deben asegurarse de que su hija use el uniforme apropiado (vea la Política de Uniforme). Los estudiantes que lleguen a la escuela sin el uniforme apropiado recibirán un aviso, como se indica en el Manual para padres/madres/encargada.
- Los padres/madres/encargada deben ponerse en contacto con la oficina si su hija va a estar ausente. El día en que regrese a la escuela, él o ella tiene que traer una nota escrita a mano de los padres/madres/encargada explicando el motivo de la ausencia; de lo contrario, la ausencia se considerará no justificada. Los viajes y las vacaciones durante los días escolares regulares no se considerarán ausencias justificadas.
- Las clases comienzan puntualmente a las 8:30 a.m. y finalizan a las 4:30 p.m. y 3:30 p.m. los viernes. Tenga en cuenta que cualquier estudiante que llegue después de las 8:30 se marcará como tarde y debe presentarse directamente en la entrada principal para obtener un pase de tardanza. Los padres/madres/encargada serán informados del estado de asistencia de su hija cada período de nueve semanas. Los registros de asistencia deficiente, incluidas las llegadas tarde, se mantendrán en el registro permanente del estudiante. Se recomienda encarecidamente que los estudiantes lleguen entre las 8:00 y las 8:15 a fin de evitar el tráfico y participen en los anuncios matutinos de toda la escuela.
- Los padres/madres/encargada deben seguir los procedimientos de dejar y recoger estudiantes y cumplir con TODAS las reglas de tráfico / estacionamiento.
- Los padres/madres/encargada no están permitidos en el edificio principal de la escuela durante el horario escolar normal (8:30 a.m.-4:30 p.m. y 8:30 a.m.-3:30 p.m. los viernes) sin autorización y sin un pase de visitante válido. Los padres/madres/encargada no tienen permitido abrir las puertas del salón de clases durante el día escolar. Como medida de seguridad, todos los padres/madres/encargada y visitantes deben esperar fuera del edificio para la campana de salida a las 4:30 p.m., o 3:30 p.m. los viernes para el campus principal.
- Los padres/madres/encargada de los estudiantes que no están inscritos en el programa antes de la escuela deben asegurarse de dejarlos antes del horario de apertura de la escuela. Si el estudiante es dejado antes del horario de apertura de la escuela, se puede cobrar a los padres/madres/encargada una tarifa equivalente a lo que cuesta un día de participación en el programa antes de la escuela (consulte el Manual para padres/madres/encargada, Manual de ACC).

CONTRATO ESCOLAR PARA PADRES /MADRES /ENCARGADA 2024-2025

- Los padres/madres/encargada de estudiantes que no están inscritos en el programa después de la escuela / actividades extraescolares o que no se han inscrito en el transporte en autobús deben asegurarse de recogerlos antes de la hora de salida. Si el estudiante es recogido más de 15 minutos después de la hora de salida, a los padres/madres/encargada se les puede cobrar una tarifa equivalente al equivalente a lo que cuesta un día de participación en el programa después de la escuela (consulte el Manual para padres/madres/encargada, Manual de ACC).
- Los padres/madres/encargada deben intentar resolver sus preocupaciones y comunicarles las situaciones a los maestros PRIMERO antes de contactar a la administración. Si el problema requiere mayor discusión, entonces se puede programar una cita con la administración de la escuela.

El designado de resolución de conflictos de la Escuela y el Presidente / Presidente de la Junta de Archimedean también están disponibles para conferencias solo si ya se han agotado los dos niveles antes mencionados.

- La escuela cree que los padres/madres/encargada desempeñan un papel integral en la vida educativa y social de sus hijas. Por este motivo, la escuela solicita que un padre / tutor personalmente transporte a su hija hacia y desde la escuela. Se permite el uso compartido del automóvil, con los debidos permisos ya que también contribuye positivamente a la vida socio-educativa del estudiante.
- Los padres/madres/encargada y estudiantes deben cumplir 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:

- El Contrato de Padres de Archimedean Upper Conservatory.**
- El manual de Padres y Estudiantes.**
- El manual del Programa de Cuidado de Antes y Después de Clases.**
- El Cdigo de Conducta Estudiantil de las M-DCPS**
- Policias y Procedimientos de Archimedean Schools**

Nombre del Estudiante: _____

Nombre del Padre/Madre/Tutor: _____
APELLIDO NOMBRE SEGUNDO NOMBRE

Firma del Padre/Madre/Tutor: _____

Nombre del Padre/Madre/Tutor:

Firma del Padre/Madre/Tutor:

MAKING HISTORY EVERY DAY



ARCHIMEDEAN SCHOOLS

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