

# ARCHIMEDEAN ACADEMY

PARENT &  
STUDENT  
HANDBOOK

Dr. Jose Martinez-Melendez, Principal  
Maria Zervos Morales, Assistant Principal

# 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 Academy your agreement and acknowledgment of the terms of this contract and content of this handbook [\(Page 48\)](#)

## 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 Academy su acuerdo y reconocimiento de los términos de este contrato y el contenido de este manual [\(Página 50\)](#)



# PARENT & SCHOLAR HANDBOOK 2024-2025

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

NOVEMBER 2024						
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DECEMBER 2024						
SU	M	TU	W	TH	F	S
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29	30	31				

JANUARY 2025						
SU	M	TU	W	TH	F	S
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FEBRUARY 2025						
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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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MAY 2025						
SU	M	TU	W	TH	F	S
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JUNE 2025						
SU	M	TU	W	TH	F	S
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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. Jeffrey Taraboulos**

Board Member, Board Treasurer | 305-216-5228

**Mr. Frank Berrizbeitia**

Board Member, Board Secretary | 305-216-5228

**Mr. Lambros Katsoufis, Esq.**

Founding Board Member | 786-303-6376

**Mr. Chris Alexander Korfiatis**

Board Member | 786-422-4608

**Mr. Alexandros Katsikas**

Board Member | 305-794-3822



## SCHOOL ADMINISTRATION

**Dr. George Kafkoulis**

Acting Superintendent

**Dr. Jose Martinez-Melendez**

Archimedean Academy Principal

**Maria Z. Morales**

Archimedean Academy Assistant Principal

**Dimitrios Bardoutsos**

Chief Executive Business Officer

**Nicolas Roussi**

IT Manager/Plant Manager

**Claudia Orellanos**

Administrative Secretary / Payroll

**Elizabeth Hernandez**

Bookkeeper / HR

**Cynthia Paraskos**

AA Secretary

**Diana Aviles**

ESE Specialist

**Jessica Acosta**

Trust Counselor

**Dr. George Kafkoulis**

Conflict Resolution Designee



## PTO BOARD 2024-2025

<b>Jessica Gomez</b>	President
<b>Sarah Ramos</b>	1st Vice President
<b>Kristine Gonzalez</b>	2nd Vice President
<b>Daniela Lopez</b>	Recording Secretary
<b>Anna Arias</b>	Communications Secretary
<b>Claudia Penza</b>	Events Coordinator
<b>Laura Perez</b>	Parliamentarian
<b>Sandra Arango</b>	Treasurer







## AA FACULTY

<b>Acosta, Jessica</b>	Trust Counselor
<b>Alfonso, Leslie</b>	English Language Arts
<b>Alvarez, Vianka</b>	English Language Arts
<b>Angelaki, Amalia</b>	Greek Language & Culture
<b>Antonopoulou, Evgenia</b>	Greek Language & Culture
<b>Arora, Geannette</b>	Science
<b>Atzanos, Lefteris</b>	Physical Education
<b>Aviles, Diana</b>	ESE Specialist
<b>Bolivar, Natalie</b>	English Language Arts
<b>Boxer, Alexa</b>	Science
<b>Bulnes, Ivana</b>	English Language Arts
<b>Carbia, Jose</b>	Philosophy
<b>Cardenas, Jaqueline</b>	English Language Arts
<b>Charaf, Diana</b>	American Mathematics
<b>Christoforidou, Kalypso</b>	Greek Language & Culture
<b>Drymona, Nikoletta</b>	Greek Mathematics
<b>Exarchou, Violeta</b>	Greek Mathematics
<b>Fernandez, Raquel</b>	Art
<b>Gadge, Uma</b>	American Mathematics
<b>Gonzalez, Jazmin</b>	English Language Arts
<b>Hernandez, Laura</b>	Science
<b>Kishinevsky, Sandra</b>	English Language Arts
<b>Konitopoutou, Afroditi</b>	Greek Language
<b>Konsta, Anna</b>	Greek Language
<b>Kordy, Mehrnoosh</b>	American Mathematics
<b>Koulouri, Panagiota</b>	Science
<b>Koutsofava, Athanasia</b>	Greek Language
<b>Lafazanoglou, Maria</b>	Greek Mathematics
<b>Llanes, Lauren</b>	English Language Arts
<b>Marquez, Nimia</b>	Music
<b>Martin, Florence</b>	English Language Arts
<b>Meliopoulos, Dimitrios</b>	Greek Mathematics
<b>Mills, Kadisha</b>	American Mathematics
<b>Papadopoulos, Ilias</b>	Greek Mathematics
<b>Pappa, Maria</b>	Greek Language
<b>Pena Leiva, Yanessa</b>	Science
<b>Quintana, Doraline</b>	English Language Arts
<b>Ramos, Michelle</b>	Science
<b>Regan, Leilani</b>	English Language Arts
<b>Roman, Natalie</b>	ESE Teacher
<b>Schimer, Jason</b>	Physical Education
<b>Sotomayor, Michelle</b>	English Language Arts
<b>Taratsa, Eirini</b>	Greek Language
<b>Vanegas, Peter</b>	American Mathematics
<b>Varela, Jessica</b>	American Mathematics
<b>Vazquez, Jorge</b>	Program Specialist
<b>Vitzilaiou, Elisavet</b>	Greek Mathematics





## WELCOME LETTER

On behalf of the Faculty and Staff of Archimedean Academy, I welcome you to an exciting 2024-2025 school year! As we begin our twenty-second year, our scholar population continues to grow, and our School flourishes!

This Parent-scholar Handbook is provided to assist you in understanding the guidelines, policies of the School's operation as well as basic expectations for scholars. We hope you will find it helpful, and of value, as you become more familiar with our School's academics, food service, parental involvement, health, safety, conduct, our staff, and our varied curricular offerings.

Please understand that no set of rules or guidelines can cover every conceivable situation that may arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Archimedean Academy to deviate from normal rules and procedures set forth in this handbook. Archimedean Academy reserves the authority to deal with individual circumstances as they arise in the manner Archimedean Academy deems most appropriate taking into consideration the best interests of the school, its faculty, employees, scholars, and overall school community.

The Archimedean Academy program maintains a high standard of expectation for our scholars' performance. Our faculty and staff are well prepared to deliver a unique curriculum to our scholars. They also frequently participate in professional workshops to keep learning exciting and current for our scholars.

Our Parent-Teacher Organization is important to us and is within reach to you all. Please feel free to contact any of the members of the Executive Board for more information on how you may become involved in our School life.

Thank you for making Archimedean Academy your school of choice. We look forward to having you become an integral part of your child's education and our school community. Please contact us if you have any questions or concerns regarding the policies and procedures contained in your Parent Handbook.

Again, welcome, and enjoy a wonderful learning year with your child(ren) in our School!

Sincerely,

Dr. Jose Martinez,  
Principal





## INTRODUCTION

Archimedean Academy Charter School was founded in February of 2002 by the late Mr. John Haralambides, CPA, and Dr. George Kafkoulis, Associate Professor of Mathematics at Florida International University. 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 Academy is governed by a Board of Directors.

Its funding sources come from the Florida Department of Education. Lottery drawings are conducted when applications out-number the available seats. The School employs certified teachers, and adheres to all health and safety codes, like all other public schools. As a MDCPS sponsored charter school, Archimedean Academy teachers are cleared and help accountable by the State of Florida and the Schools of Choice District office regarding certification to teach. Charter school teachers are not cleared by Schools of Choice District office and is the responsibility of the school. Parents play an integral part in the School community, and are required to participate as volunteers, as stated in the Parent Contract (enclosed).

Therefore, children, parents, faculty and staff interactions blend to promote and support this unique educational environment. Please note: All scholars enrolled in the Archimedean Academy are scholars of Miami-Dade County Public Schools, subject to applicable policies and entitled to same rights.





## MISSION STATEMENT

The mission of Archimedean Academy is to initiate the young mind to the art of thinking through the teaching of mathematics, English, and the Greek language. The Founders envision 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; and
- The art of mathematical thinking as the lifeline and the wind behind modern science and technology.

### What Makes Our School Unique ?

- 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 to the 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 to the students the benefit of learning a language that influenced the majority of the western European languages as well as the scientific and medical terminologies.
- The Archimedean Academy, a Conservatory of Mathematics and the Greek language is a Kindergarten through Grade Five public charter school. The large majority of the student population is of Hispanic heritage, with most students having no Greek heritage.





## **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 MDCPS 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 the Administrators, Directors and Managers of each school function, to create policies and procedures according to the following guidelines.

1. The Schools as a principal 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 MDCPS Policies and Procedures.
2. The Governing Board of Archimedean Schools may set their 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.

# OUR PHILOSOPHY

## Critical Thinking

Interpret/analyze data, reflect and find innovative solutions to opportunities and challenges.



## Creativity

Thinks outside the box and promotes new ways of approaching opportunities and challenges.



## Collaboration

Works well & contributes to the learning.



## Confidence

A life long learner that engages proactively and proactively with multiple audiences.



## Communication

Listens, speaks, presents and writes with purpose and clarity in multiple languages.



- INNOVATION
- ORIGINALITY
- ACCOUNTABILITY
- EXCELLENCE



## GRADE VALUES

**K** **KINDERGARTEN INDEPENDENCE** to read, write, compute and socialize with self-control.

**1** **ST GRADE CURIOSITY** to cultivate a lifelong sense of discovery, questioning, exploration and solving problems.

**2** **ND GRADE PURPOSE** to critically analyze and creatively apply information to new educational challenges and life experiences.

**3** **RD GRADE PERFORMANCE** to demonstrate knowledge and proficiency through meaningful assessments and projects.

**4** **TH GRADE ORIGINALITY** to think constructively and imagine new possibilities through their unique creativity..

**5** **TH GRADE RESPONSIBILITY** to fulfill their moral, social, and academic obligations as contributors in the 21st century.





## CORE CURRICULUM

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

- Small Classroom Sizes. Our classes consist of fewer than 25 scholars, with their teacher.
- Participation in a of Greek language immersion. 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 scholar'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.
- The curriculum of Archimedean Academy is designed to serve scholars of various ability levels. The course of study for scholars are based on the Florida Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards, and includes language arts, mathematics, science, social studies, with a two-hour block of Greek Immersion course of study.
- In addition to the regular academic program, Archimedean Academy offers art, music, physical education and/or health/personal fitness for scholars in grades 1-5.

### Mathematics – American and Greek

- Archimedean Academy scholars participate in mathematics for two hours daily.
- One hour of the American mathematics curriculum of Miami-Dade County Public Schools, B.E.S.T Standards, and the national standards (National Council of Teachers of Mathematics, NCTM) is taught in English.
- One hour of mathematics is taught by Greek teachers in the Greek language using Greek language-based mathematics curricula books sent from Greece.
- The methodology of teaching mathematics in Greek emphasizes a computational conceptual understanding of base 10. Oral or written thought is founded in the training of the base 10 concept and strengthened by critical thinking skills versus the use of manipulatives.

### Reading and Language Arts

- The areas of language arts are presented and taught within a two-hour uninterrupted block of time, as required by the Miami-Dade County Public Schools' scholar progression plan.
- Scholars are screened and assessed for their reading strengths and weaknesses.
- The reading curriculum uses Novel-based instruction, and a wide variety of selected reading resources to teach the Florida B.E.S.T. Standards.
- Within a strong, quality literature-based reading program, phonics is incorporated daily into the instruction.
- Scholars are encouraged to read daily at home, with their parents reading to their child(ren) for a minimum of twenty minutes daily.



## Science and Social Studies

- Science is taught by a dedicated teacher in all grades, K-5. Scholars receive instruction every day for a minimum of 40 minutes, daily. In addition, AA organizes an annual Science Fair across the school for all grades, including Kindergarten. However, only scholars in grades 3-5 participate in the annual Miami-Dade District Science Fair.
- Social Studies is integrated within the Language Arts/Reading program in all grades, K-5.

## Art, Music and Physical Education (PE)

The Specials are rotated on a weekly basis and is taught by a teacher certified in that area.

- **Art** classes provides scholars the opportunity to master the terminology, techniques and creative processes used by visual artists. Students will also be introduced to all the visual art practices, including drawing and painting, sculpture, printmaking, earthworks, as well as craft art. Scholars will demonstrate proficient understanding of skills and techniques, knowledge, and application of media.
- The **Music** program is offered to all scholars in grades Kinder through fifth grade and is designed to provide opportunities for active participation and success. Scholars are regularly engaged in singing, playing instruments, moving to music, learning to read and notate music, creating music, and listening to, analyzing, and evaluating music and music performances. Archimedean Academy was the recipient of a music grant: Music and the Brain, a 23-year-old non-profit, neuroscience-inspired program that brings music literacy curriculum and classroom keyboard instruction to scholars beginning in second grade. Music and the Brain helps scholars develop fine motor, attention and critical thinking while they enjoy developing piano skills as part of the core curriculum. Scholars in grades three to five with musical inclinations, can join the Archimedean Academy Chorodia, the school choir and the Modern Band.
- **Physical Education** – By the end of grade 5, scholars will demonstrate competence in fundamental motor skills and selected combinations of skills; use basic movement concept in dance, gymnastics and small-sided practice task; identify basic health-related concepts, exhibit acceptance of self and other in physical activities; and identify the benefits of active lifestyle.



- Kindergarten – perform locomotor skills, (hopping, galloping, running, sliding, skipping) while maintaining balance.
- Grade 1 – Hoops, gallops, jogs, and slides using mature pattern.
- Grade 2 – Skips using mature pattern.
- Grade 3 – Leaps using a mature pattern.
- Grade 4 – Use various locomotor skills in a variety of small-sided practice tasks, dance and educational gymnastics.
- Grade 5 – Demonstrates mature patterns of locomotor skill in dynamic small-sided practice task. Combines locomotor and manipulative skills in a variety of small-sided practice task/games environment.

## ASSESSMENTS

The Archimedean Academy participates in age-appropriate assessments that may be required and/or recommended by M-DCPS:

- FLRKS: Kindergarten assessment.
- ACCESS for ELL - measures English Language Learners (ELLs) proficiency in the English.
- Florida Assessment of Student Thinking (FAST) Star Assessments: Grade K -5 reading and mathematics.
- Statewide Science Assessment: Grade 5 science assessment that covers instruction from grade 3-5.
- In addition to the state standardized tests, Archimedean Academy conducts its own internal pre and post testing and assessments using an accepted standardized test, such as the Metropolitan-8. These tests serve as instruments to measure annual gain.
- Other internal testing and assessment, such as competency-based standardized tests, may also be used by Archimedean Academy to evaluate the effectiveness of its curriculum and teaching methods.

## F.A.S.T. Testing Results ( 2024-2025)

*Archimedean Academy is an A school and met the AYP requirement for the No Child Left Behind Act. Archimedean Academy has been recognized by Florida's Governor and Commissioner of Education as one of the Top 100 schools in the State of Florida!*



## 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."

Absences are subject to Board Rules as stated by MDCPS.

Archimedean Academy School Hours	
BEFORE SCHOOL CARE	7:00 a.m. – 7:30 a.m. (Kinder-5th Grade)
SCHOLAR ARRIVAL	7:30 a.m. ( Kinder – 5th ) ( Report to homeroom )
CLASSES BEGIN	8:00 a.m. ( Kinder – 5th Grade )
SCHOOL ENDS	3:00 p.m ( K-4th Grade ) 3:30 ( 5th Grade )
FRIDAYS	2:00 p.m., ( Kinder – 4th Grade ) 2:30 p.m. ( 5th Grade only )
AFTER SCHOOL PROGRAM	3:00 p.m. – 6:30 p.m. ( Fri., 2:00 p.m. )

### IMPORTANT!!!

Students arriving before school hours MUST attend the Before School Program.

Students who arrive at school before school hours and are not registered with the Before School Program WILL be placed in the Before School Program and will be charged the daily fee.

Students brought to the After School Program after dismissal and are not registered in the ASP, will be charged the daily fee.

Parents are responsible for paying these fees on the days service is rendered.

Failure to pay these fees on the day of service will result in \$20 monthly Late Fees. Eventually, failure to pay these fees will result in account sent to a collections agency.



## ARRIVAL

- Parents are to obey all drop-off and pick-up procedures to ensure the safety and security of your child(ren). Scholars are dropped-off in the drop off area located on the northeast gate, next to the AA cafeteria. School employees are present to assist and direct scholars.
- Scholars need to learn the importance of regular school attendance. It is the parents' responsibility to ensure that their child(ren) arrive to school on time.
- The Archimedean Academy classes begin promptly at 8:00 a.m. The school day ends at 3:00 pm. for grade Kinder – grade 4 and at 3:30 pm for grade 5.
- On Friday scholars are dismissed at 2:00 pm for Kinder – grade 4 and at 2:30 pm for grade 5.
- At 8:00 all gates on the Main Campus to the school are closed. Parents are expected to park and sign in scholar at the Main Office. Scholars arriving after 8:00 (8:01) are considered tardy and must get a late pass from the front desk.
- Arrival time is not the time for parent conferences. Faculty and staff have been asked not to participate in "just one-minute" conferences with parents. This takes the teacher's time and focus away from his/her scholars at a time critical to beginning a new learning day. Teachers welcome pre-arranged conferences to discuss matters regarding his/her scholars. Your cooperation and understanding is appreciated.

## Before School Program - ACC

- Children who arrive prior to 7:30 A.M. will report to the cafeteria and will be placed in the Before School Program and CHARGED THE DAILY RATE WHICH MAY VARY (breakfast is included).

Children arriving between 7:30 a.m. and 7:45 a.m. will proceed to the "Homeroom Class" supervised by a grade level teacher. Monday morning announcements will be conducted as needed.

## TARDY POLICY

Our classes must begin promptly. Parents are responsible for making sure that their child(ren) are on time to school every day. Being late affects the learning and tone of your child's entire school day.

- a. Continued tardiness will result in a school referral of poor attendance and will affect the child's permanent record.
- b. Should continue tardiness be noted, the parent will be contacted by the School administration.
- c. Scholars must report directly to the main office after 8:00 a.m. for a late pass, or they will not be permitted in class.



## DISMISSAL POLICY

### Early Dismissal

- If you plan to pick up your child early, you must stop at the front desk. Your child(ren) will be paged in their classroom by an office/staff member. For your child(ren) to be excused early, he/she must be signed out by the adult picking them up in the Log for Early Pick-Up, and the adult must be on the emergency card as authorized to do so.
- **There will be no early dismissals after 2:30 p.m. (or after 1:30 p.m. 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 generally not permitted unless administration has given prior approval.**
- **Only those persons listed on the EMERGENCY CARD are authorized to pick up scholars.**
- Scholars who are not picked up by an authorized person (as specified in the child's emergency card) **will not be released.** Those persons must report to the Main Office for assistance.
- **CHILDREN MAY NOT RETURN TO THE BUILDING, CAMPUS, OR PLAY AREAS AFTER DISMISSAL TO WAIT FOR FRIENDS OR SIBLINGS, NOR VISIT OTHER CLASSROOMS.**
- At the time of pick-up, authorized person will be required to sign off with the dismissal teacher. Please be patient and wait your turn, as disorder compromises the safety of the scholars

### After School Program - ACC

- If a scholar is not enrolled in ACC and has not been picked up by the end of the School dismissal, or school planned extra curricular activities, then the scholar will be escorted to the After School Program (ACC) and will be charged accordingly.
  1. LATE PICK-UP FEE: \$1/minute.
  2. LATE PICK-UP FEE AFTER 6:30 PM: \$1/minute

### Late Payments - ACC

PAYMENTS NOT RECEIVED WITHIN 5 BUSINESS DAYS WILL BE CHARGED A LATE FEE OF **\$25.00 MONTHLY.**

The ACC has several after school programs available for parents that are not able to make Dismissal Pick-Up arrangements for their child(ren). For programs and rates information please visit the school's website: [www.archimedean.org](http://www.archimedean.org).



## ABSENCES

Please call or e-mail Cynthia Paraskos or your teacher if your child will be absent. The following are considered excused absences:

- Scholar illness (medical evidence may be required by the Principal for absences exceeding five (5) consecutive days). The written statement must include all days the scholar has been absent from school. If a scholar 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.
- Absences due to a medical appointment require a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.
- Court appearance of the scholar, subpoena by law enforcement agency or mandatory court appearance.
- Attendance at a center under Department of Children and Families Supervision
- Death in the immediate family.
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.
- School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The scholar must receive advance written permission from the Principal. Examples of special events includes-public functions, conferences, and regional, State, and national competitions.
- Other individual scholar absences or tardiness beyond the control of the parent or the scholar as approved by the principal or designee. The scholar must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, state, and national competitions.
- Significant community events with prior permission of the Principal. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.
- Outdoor Suspension



*All notes of absences must be directed or emailed to Ms. Cynthia Paraskos.*



## Participation in Physical Education due to temporary illness

1. A note from home may excuse scholars from participation because of illness for a temporary time. Any long-term excuse for participation will require a note from a doctor. All notes should be directed to the Main Office.
2. In case of inclement weather, recess and P.E. classes will be conducted in the classroom.

## Excessive school absenteeism can result in course failure.

### The scholar is expected to:

- take advantage of his/her educational opportunity by attending all classes punctually daily
- 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 scholar's academic and/or effort grade

### The parent is expected to:

- Report and explain an absence to the school and all Doctors notes should be directed to the homeroom teacher.
- 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 scholars.
- 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 scholar 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.

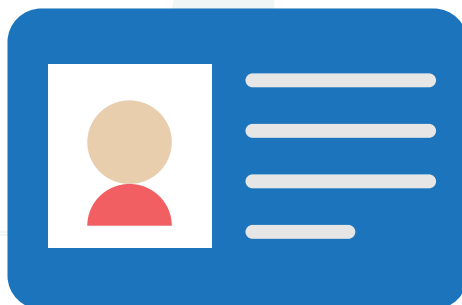


## SCHOLAR EMERGENCY CONTACT CARD

- Safety is a priority in this school! The school will only release a scholar 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, scholar illnesses, and allergies.
- Please feel free to stop by the office and update the card at any time.
- 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 scholars. Parents may add names to the card by coming into the office.
- **Phone calls will not be accepted as verification for signing out a scholar.**

## LEGAL ACCESS TO SCHOLARS

- Parents or guardians are to submit to the School a copy of any legal documents which indicate who is permitted legal access to the scholar 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 scholar's **EMERGENCY CONTACT CARD**.
- In the absence of verified and authorized consent, persons (personal friends and/or others) will be denied access to a scholar.





## CODE OF SCHOLAR CONDUCT

### Environment

- Archimedean Academy maintains an anti-bias or discrimination policy and non-violent atmosphere. It operates under the M-DPS [Code of Scholar Conduct](#).
- (Please note as per recent changes to the Code of Scholar Conduct, permanent removal from class requires a Placement Committee decision. No recommendation may be required for Diversion Center or alternative educational setting.)
- **Research indicates that the appearance of the objects and images as named below are directly related to aggressive behavior. Please do not allow your child(ren) to bring the following items to school: toy guns, swords, superhero artifacts, stereo-typical action figures, violent-oriented cartoon character lunch boxes, toys, magazines, and/or books.**
- All items that interrupt the classroom and learning will be confiscated by School personnel. The parent will pick up the item from Administrative offices.

### Establishing a positive learning environment

- Archimedean Academy believes scholars 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 teacher's guide scholars in critical thinking, decision-making, problem solving, and self-expression.
- Archimedean scholars are treated as thinking, communicating individuals.
- Archimedean Academy follows the Miami-Dade County Public Schools' "Code of Scholar 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 Scholar Conduct is important. This Code can be accessed [HERE](#) and is available in the School's website.
- Disciplinary issues take the form of conflict resolution, talking through issues and natural consequences based on individual scholar's behavior. Parents will be notified by teachers or by the administration when scholar behavior warrants this action.
- Each classroom teacher has established a list of rules and appropriate consequences for appropriate scholar management. These rules are communicated to parents.
- Parents who bring younger siblings to school must always maintain close supervision of their children



## Behavioral Management Procedures

Appropriate behavior and good schoolwork will be rewarded with praise and recognition. (re: The First Days of School by H. Wong)

All scholars enrolled at the Archimedean Academy are to be assisted and supported in understanding The Archimedean Academy's A-B-C's of Appropriate School Behavior:

1. Always walk, to the right, in the school building.
2. Be quiet in the halls.
3. Care for the well-being of others by keeping hands and feet to self.

Each classroom teacher has her/his own rules (no more than 5) in the classroom. Teachers will review these rules the first day, as well as the School rules.

### Some of the corrective strategies used to remediate offensive behavior(s) include:

1. Scholar/Teacher conferences
2. Stop and Think Reflection Forms
3. Scholar/Teacher/Parent conferences
4. Administration/Scholar/Teacher conference
5. Agenda Sign-Off and/or Daily Progress Report
6. Counseling
7. School Support Team (SST) meetings
8. Finding a "mentor" for the scholar

## PROCEDURE FOR SERIOUS OFFENCE(S):

The M-DCPS Code of Scholar Conduct will be used for all disciplinary actions. This procedure will be carefully reviewed with faculty and staff.

The part-time counselor, vice principal and/or the principal are available to work with scholars who may need "intervention" along the way.

## Behavior in Physical Education

Scholars are expected to pay attention, participate, and behave appropriately in PE like in all their classes. Failure to follow the rules during PE or any specials classes; art and music, will result in a warning.

The **Code of Scholar Conduct of Miami-Dade County Public Schools** will guide the administrative consequences for continued inappropriate behavior. These consequences include serving detention and/or outdoor



suspension. In accordance with the Code of Scholar Conduct of Miami-Dade County Public Schools, certain misbehaviors such as fighting, bullying, insubordination 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. In cases when required, the local police may be contacted.

**Continued disruptive behavior**, which are detrimental to the educational function of the School and/or takes away the learning from other scholars, will result in a recommendation by the Principal to the Board of Directors to pursue alternative school placement by the Miami Dade County School Board.

### **Unacceptable Consequences to Misbehavior**

- The Archimedean Academy does not condone the following scholar punishments or consequences:
- Corporal punishment of any kind (hitting, pinching, grabbing, etc.)
- Sending a child to stand or sit outside the classroom.
- Verbal humiliation.
- Total group punishment, unless warranted as a group or class.
- Repeatedly writing words or statements, such as "I will not . . ."

## **BULLYING**

The state has passed laws requiring schools to act in bullying prevention and response. Below is the definition of Bullying as well as the Archimedean Bullying Policy, as it correlates to state and district mandates.

### **Definition:**

**Bullying** means **systematically and chronically**, inflicting **physical hurt or psychological distress** on one or more scholars or school employees. It is further defined as a **pattern of unwanted** and repeated written, verbal, or physical behavior, including any threatening, insulting, dehumanizing gesture by an adult or scholar, that is severe or pervasive enough to create an **intimidating, hostile, or offensive educational environment**; cause discomfort or humiliations; or unreasonably interfere with the individual's school performance or participation that includes a noted power differential.

### **This includes:**

- On school grounds
- At school sponsored events
- Through computer networks
- Threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity.



## Examples of Bullying/Harassment

- Teasing
- Social exclusion
- Threats
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of Property
- Cyberstalking and Cyberbullying
- 

## POLICY & PROCEDURE OFFENSES

**ARCHIMEDEAN HAS A ZERO TOLERANCE POLICY REGARDING BULLYING.**

Archimedean follows the Miami-Dade County Code of Scholar Conduct.

**Bullying is Level III offense.** The following description of Level III offenses and possible consequences are listed below and taken directly from the Code of Scholar Conduct:

**LEVEL III Behaviors** are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

### LEVEL III Offensive/Harmful Behaviors

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment) \*
- Disruption on campus/Disorderly conduct
- Fighting (serious)



## Policy & Procedure:

### LEVEL III Offensive/Harmful Behaviors

- Harassment (Civil Rights) \*\*
- Hazing(misdemeanor)
- Possession or use of alcohol and/or controlled substances
- Possession of simulated weapons
- Sexual harassment\*\*
- Trespassing
- Vandalism (major)
- Harassment Civil Rights and Sexual Harassment do not require a SPAR but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.

### Range of Corrective Strategies:

The principal or designee **must** select at least one of the following strategies from **PLAN III**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of **PLAN IV** for repeated, serious or habitual **Level III** infractions.

### PLAN III

- Parent/guardian contact\*\*\*
- Suspension from school for one to ten days\*\*\*\*
- Permanent removal from class (placement review committee decision required)
- Diversion Center
- Recommendation for alternative educational setting

### Special Notes

\*\*\* Good faith attempt must be made immediately to contact parent/guardian by telephone.

\*\*\*\* Send written notice to parent/guardian within 24 hours via U.S. Mail.



ANY SCHOLAR, PARENT AND/OR FACULTY MEMBER WHO OBSERVES OR SUSPECTS BULLYING BEHAVIORS IS REQUIRED TO REPORT HIS/HER OBSERVATIONS TO ADMINISTRATION IMMEDIATELY. ANONYMOUS REPORTS MAY BE MADE VIA THE BULLYING/HARASSMENT REPORTING FORM ACCESSIBLE IN THE MAIN OFFICE.



## COMMUNICATION

### Parent Responsibilities

- Communication between parent and School is vital to the success of your child(ren) and our scholars.
- Please notify us immediately of any specific turn of events and/or family crisis which might affect your child(ren) at school.
- Updates and any changes in email address, home address, phone numbers, cell, beepers are critical to the School, and vital in cases of emergency. Please maintain accurate and current contact 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.
- ***Scholars may carry cell phones in school in their backpacks on silent only***
- Scholars may not use cell phones during school hours without consent from school personnel.
- Check, read and sign off on your child's agenda.

### Conferences and Meetings

- Teachers are available to meet with parents in pre-scheduled conferences throughout the school year, as needed. Send a note to the teacher directly, write a note in your child's agenda, email the teacher, or call our main office and leave a message for the teacher to contact you.
- 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 program.

### Use of Phones

**Scholars** are **not** allowed to use the school phone without written permission from the teacher. The teacher will ask the scholars specifically why they want to make the call. Scholars should only be permitted to use the phone if there is an emergency. If a scholar is ill, an adult will make the call and speak with the parent directly.

RESOLVED by the Governing Board that the following Policy concerning Cell Phones for all three schools: **ARCHIMEDEAN ACADEMY; ARCHIMEDEAN MIDDLE CONSERVATORY and ARCHIMEDEAN UPPER CONSERVATORY** are hereby adopted:

**The Policy requires confiscation for one week for first time offenders. Scholars whose phones have been confiscated will need a guardian or parent representative to pick up the phones from the principal or the designated administrator acting as schools' Principal OR Assistant Principal.**

### Written Communication

All written communication is sent from the Principal, Vice Principal and Grade Level Strategist via Archimedean Webmail. Written communication includes but not limited to automated alerts and the following.

- Lunch
- After school holding email alerts
- Lunch, after school email statement



- Grade Level Newsletter
- School bulletins/meetings
- School closure
- Parent-Teacher Organization (PTO) announcements

As a parent you have the option to unsubscribe from some emails but an exception will be made for those emails that marked mandatory such as school closure. **In order to receive emails, you must have valid email address on file with the school.**

Please read and review the notices contained [on our web site](#) to keep aware of the School's current news.

## Other Communications

Each nine-week period, a report card is generated and available on the MDCPS Portal. **Interim Progress Reports** monitor scholar'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 contact the appropriate teacher(s) no later than a day after receiving the notice.

Every scholar is expected to purchase a **Scholar Agenda (grades 2-5)** and a **Communications Folder**. These are available for sale in the school's Main Office or the **Bookstore**. The **Scholar Agenda and Communications Folder** is a useful tool to share and maintain communication with all your child's teachers and school. Although it is the responsibility of every scholar to write their own assignments in their agendas, teachers do reinforce this habit and often write notes to parents themselves. It is important that parents check, read, and SIGN OFF on the agenda daily and assist the school in reinforcing this important organizational skill.

## Chain of Command

Our scholars have the best chance of success when schools and parents work together as a supportive team. We recognized that you are your child's strongest advocate. When there's a problem at school, we will work with you -- and if you're not satisfied with the outcome, you have options.

## Conflict Resolution Protocol

If you have a concern about a staff member or decision impacting your child, start with the staff member and/or teacher. Next, go to the supervisor closest to the situation. For example, if you have a concern about a teacher that you haven't been able to resolve through a parent-teacher conference, talk to the principal. If the principal does not respond to your satisfaction, you may contact the school's conflict resolution representative indicated below:

**Name:** Dr. George Kafkoulis

**Contact Information:** (305) 279-6572 - Claudia Orellanos for appointments

**Electronic Mail Address:** george.kafkoulis@archimedean.org





## 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 indicated below.

<http://www.flsenate.gov/laws/statutes/2010/1001.452>

### Other

- Check [our website](http://www.archimedean.org) frequently for updated news: [www.archimedean.org](http://www.archimedean.org)
- A bulletin board located in the foyer of the main office entrance provides up-to-the minute notices of events happening in our School.



## **DISTANCE LEARNING- Instructional Continuity Plan**

In the event for unforeseen circumstances that will not allow the school to continue in-person instruction, Archimedean will follow MDCPS and Federal guidelines to ensure continuity of learning.

## **STUDENT COMPUTER, NETWORK USE AND BYOD POLICY**

The following document should be distributed and signed by all students that have access to use the Schools' laptops, network and any other computer provided by the school. Any deviation from these policies may result in immediate suspension.

### **I. Network**

- A. There is no privacy on the school's network, implied or otherwise. The network is owned by the school and its use is a privilege not a right. This privilege can be revoked at any time, either by the violation of these policies or by the decision of an administrator
- B. Personal devices such as laptops and tablets can log on to the Schools' network if the user already has a logon password and follows the guidelines in the BYOD section below.

### **II. School's Laptops and iPads**

- A. Currently the only account that is authorized for use is the "student" account. If a laptop is found logged in to a different account, report it immediately to a teacher or an administrator.
- B. The only authorized browser is Apple's Safari and Mozilla's Firefox. All other browsers (Chrome, Opera, etc.) should not be used, unless specifically directed by a teacher or administrator. If one of the unauthorized browsers is found on a laptop that you are currently working on, it should be immediately reported, otherwise you will be found in violation of these rules.
- C. The application "Dashboard" should not be used at all. Widgets or any kind of games are prohibited.
- D. The laptops have a custom-built application that takes random screen shots and webcam pictures and emails them to the network administrator. The webcam should never be covered.
- E. Online gaming websites like miniclip, addictive games, etc. are strictly prohibited.
- F. Online blogs sites such as tumblr, blogger or chat sites like omegle are prohibited
- G. Downloading of applications that do not need installation like Google's Chrome, Valve's Steam, etc. are not allowed. In case that one of these applications is placed on a computer you extensively use, report it to a teacher immediately, otherwise you will be found in violation of these rules.
- H. Access to the terminal is strictly forbidden unless required by your course.
- I. As a general rule; The first thing a student needs to do when they get a laptop is to check if the laptop is in full working order (keyboard is intact, monitor is not cracked or scratched, etc.) and there are no unauthorized applications running on the computer. If any of the above is found, they need to be reported to a teacher or an administrator immediately.



### III. General

- A. Any attempt to gain administrator rights on any of the school's computers, iPads, servers, network or phones, will result in an immediate suspension.
- B. In case of the destruction of any equipment (laptop, iPad, server, network device, etc.), either by accident or malicious intent, the school property policy goes in effect.
- C. Any attempt to "hack" any system, anywhere in the world will result in strict administrative action.

### IV. Bring Your Own Device (BYOD)

- A. Students should not bring their own devices unless there is prior clearance from IT and the school administration.
- B. As stated in the Safety section of this document, certain provisions have been set-up to ensure CIPA compliance on the network. Any attempt to by-pass these provisions will result in strict administrative action. Examples of attempts to bypass these provisions are the use of VPN gateways to mask the destination of network traffic.

### V. Safety

- A. In pursuant to the Children's Internet Protection Act (CIPA) of 2001, the school uses a filter that constantly monitors and blocks inappropriate websites based on keywords and/or URLs.
- B. All proxies, R-rated and mature content sites are blocked by default.
- C. The filter is automatically updated and can also be manually changed by the administrators if a website is mis-categorized.
- D. All Archimedean Academy, Archimedean Middle Conservatory and Archimedean Upper Conservatory students cannot use any computers unless a teacher is present or if they get written permission from their teacher or an administrator to do so.
- E. All social media websites are blocked (Facebook, Google+, etc.)
- F. Students are not allowed to check their email or enter any chat rooms without the explicit consent of their teacher or principal.
- G. Students should never disclose any personal information of themselves or their classmates to anyone over the Internet.
- H. The school's network uses a Botnet and Malware blocker to ensure that users' personal information is secure.



## HEALTH, SAFETY, AND NUTRITION

### Illness

For the School to maintain a healthy environment, we need your cooperation. We are aware that it is difficult for parents who are working outside of the home to decide for the care of a sick child. We recommend that you plan for alternate care should your child become ill at school, or unable to attend school due to illness.

- **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 has a nurse, and a clinic area to accommodate ill children for a short period of time. If during the day, it is determined that your child is not well enough to stay in school, your child will be sent to the nurse, and the parent will be contacted for pick up. 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.
- Scholars with asthma, diabetes and hypersensitivity to bee stings/insect bites require special procedures. They often require lifesaving medications or procedures that can be taught to the scholar so that they can become self-sufficient. Because these chronic disorders affect the scholar for his/her lifetime, it is in the scholar's best interest to become self-sufficient in managing their medication and/or health procedure as soon as possible.



- If your child requires (prescribed) medication or over-the-counter items 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 the main office.
  - c. A log is kept for each scholar taking medication.
  - d. The Authorization for Medication form will remain in a folder with the log until such time that the scholar 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 can 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 or your child's homeroom teacher.

### **Pediculosis (Head Lice)**

Occasionally, a scholar is found to have head lice. Head lice are treatable, and action must be taken immediately to contain the spread to other scholars. Parent cooperation is vital should a scholar be suspected of lice in his/her hair.

- Scholars must be sent home if lice are suspected in hair.
- Scholars MAY NOT return to school until treatment has been administered and all nits have been removed from the hair.
- Upon returning to the school, the scholar proceeds to the office and will be checked to determine if any nits are still present before admission to class.

### **Safety—School Security**

- Parents and visitors to the School must report to the reception desk to sign in and wear a Visitor's Badge while on the School grounds. We respectfully request that all parents exit the school after 8:00 a.m.
- 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.
- An Incident/Accident report is completed if any scholar 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 scholar requiring immediate transport to a hospital will be accompanied by a faculty or staff member who will remain with the scholar until the parent arrives.



## Child Abuse and Neglect

- In accordance with the Florida State Law, all faculty and staff members are legally obligated to report suspected cases of 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

Archimedean Academy offers healthy breakfast and lunch prepared daily in the cafeteria. Our in-house-chef uses quality ingredients to prepare a variety of balanced meals. Each meal consists of protein, grains, vegetables, fruit and dairy products. We take pride in serving quality, healthy meals to our scholars. Additional information will be provided during the first weeks of school or can be retrieved from the schools' website [archimedean.org](http://archimedean.org) Go to School operations, then click on [Lunch program](#).

- In the first week of school, information will go out to the scholars for "Free and/or Reduced-Price Lunch." Parents should complete the online application within the first week. You may stop by the office if you require additional support. Parents must apply for this benefit yearly. Notification of qualification will be communicated as soon as possible.
- Once you select to use the School's meal services, statements showing balances will be sent via e-mail on the first of every month. Keeping your email updated in your school records is mandatory.
- **All payments must be processed through the Archimedean Cashier.**
- To facilitate parents, **the cashier's office will be open from 9:00 a.m. to 5:00 p.m.**
- **Please direct all payment communication to: [cashier@archimedean.org](mailto:cashier@archimedean.org)**



- Suggested guidelines for packing a nutritious lunch include one of the following items from each group:
  - Meat, poultry, fish, cheese, egg
  - Whole grain or enriched bread or crackers, biscuits, rolls or muffins.
  - 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.**
- **Classroom Assistant** supervising scholars in the cafeteria will assist by opening cans with pull-tabs, and will provide napkins, straws, and plastic wear, if forgotten in the lunch container.
- Please discuss good cafeteria manners with your child. Scholars should eat in an atmosphere that is pleasant and conducive to good habits.
- Forgotten lunches will not be delivered to classrooms. They may be placed on the table in the foyer, and the teacher will allow those scholars, who have forgotten their lunch to check the table prior to lunch.

### Allergies

- If your child is allergic to any food, they must bring a **doctor's note** clearly stating the allergy to the office or homeroom teacher.
- Allergies must also be noted on the Scholar Emergency Contact Card.

### Snacks

- Time is set aside for your child(ren) to have a daily snack.
- Please limit your child's snack to the following items: a piece of fruit; snack vegetables (carrots, celery, etc., dried fruit, cereal, raisins, crackers and cheese).
- ***Please do not send candy, chips, fruit rolls or sweets of any kind.***
- **CHEWING GUM IS NOT ALLOWED IN THE SCHOOL BUILDING.**



## SCHOOL PROCEDURES

### School Visitations

- Parents are welcomed at Archimedean Academy, but not at the expense of interrupting classroom instruction.
- 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 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.

### Birthday Celebrations

**Birthday celebration, distribution of cupcakes/goodie bags and/or cutting of cake is NOT PERMITTED in school.**

The PTO will distribute "goody bags" and/or balloons (for a nominal charge) upon request.

Invitations for parties may only be handed out during school hours if **ALL** scholars in the class will be invited.

Otherwise, the invitations should be mailed.

### Grades and Grading

Grades are substantiated by informal and formal assessments. All grades are available through the Parent View via the Miami-Dade County Public Schools website: [www.dadeschools.net](http://www.dadeschools.net). A login username and password are needed in order to access scholar grades. Please contact your child's homeroom teacher for login credentials.

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







## GRADING POLICY

Grade Kindergarten
E - Excellent
G - Good
S - Satisfactory
M - Area of Concern
U - Unsatisfactory

Grades 1 – 5
90 - 100 A
80 - 89 B
70 - 79 C
60 - 69 D
59 - 0 F

School-Wide Grade Weights
A= 3.50 and above
B = 2.50 – 3.49
C = 1.50 – 2.49
D = 1.00 – 1.49
F = 0.99 - 0

Category weighted value
(varies by subject area and teacher)

A conduct and effort grade will accompany every final grade each quarter for each subject. The conduct grade is reflective of a scholar’s average behavior throughout the course of the quarter. This is reflected in comments in the agenda, visits to the office, classroom interventions, etc.

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

## HOMEWORK

Homework develops study habits in children early in their academic lives and allows scholars an opportunity to share their learning with parents.

Parents can help their child(ren) in many ways:

- a. Show an interest in your child's work.
- b. Provide a place and time for quiet study.
- c. Assist in practicing with spelling words and number combinations.
- d. Encourage home reading and listen to your child read.
- e. Read to your child!
- f. Review the homework for neatness and completeness.
- g. Refrain from doing the work for your child.
- h. Discuss problems related to home study with your child's teacher.

- Homework is posted on [our school's Archie](#). It may be printed from home, submitted via the portal, or completed on a separate loose-leaf sheet of paper, depending on classroom directives. Scholars are responsible for completing homework daily. The website link is [HERE](#)
- Should a scholar have a problem downloading or completing the homework, he/she must have a written email or note in the agenda from parents notifying the school of the concern.
- Report to school early enough the following morning to attain a copy of the homework from administration and/or school personnel. He or she MAY be provided the opportunity to turn in the assignment the following day or to complete the assignment during Lunch, Recess, and/or Specials.
- It is expected that your child understands 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, phone call or a note in the agenda.
- 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.
- Homework is not assigned a daily grade.
- Monitoring the completion supported by comments of encouragement is acceptable.
- Homework time varies with each teacher and grade level.
- Parents are requested to read aloud a book to their child(ren) for at least 15 – 20 minutes each day.
- In the event a scholar is absent, the parent must contact the teacher to decide for make-up work and homework assignments.
- Homework is the responsibility of the scholar to complete and turn in—not the parent. Guide your child(ren) to begin, and then allow him/her to complete assignments independently. 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 scholar are taken very seriously and will result in a conference with the teacher and/or the administration.
- Continual 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 Scholar Conduct.





## ARCHIMEDEAN COMMUNITY CENTER (ACC) Before And After School Programs

For information on the Before and After School Programs and to view the ACC Parent Handbook, please visit the school's website: [www.archimedean.org](http://www.archimedean.org)

Go to [Archimedean Schools Website](#) - Operations, then click on [ACC](#).

### Limitations of Participation for extracurricular activities

The Archimedean Schools District Board limits the participation in the school offered extracurricular activities to only enrolled scholars who attend the Archimedean Schools regularly. Scholars that are not enrolled in the Schools Are Not permitted to participate in any extracurricular activities.





## PARENT RESPONSIBILITIES

### School Uniform

- Your child is required to wear a laundered, clean school uniform daily. The uniform consists of:
  - navy or khaki slacks, shorts, skorts, skirts, or jumpers (no leggings are permitted except under skirts/skorts)
  - white or navy polo embroidered shirts with the Archimedean logo
  - identification badge on lanyard which must always be visible, each day
- No metal cleats on shoes, no clogs, or other shoes without back straps. No sandals, Croccs or open-toed shoes are allowed. Athletic shoes with socks are permitted.
- No blue jeans are permitted except on Fridays in the context of the school's fundraiser.
- In an effort to reduce lost items and the cost for replacing them, we are instituted a policy allowing scholars to only use the cold weather jacket available from Dedalos. Inc. Jackets should should have the child's first initial and last name.
- Shirts are worn tucked in. An orderly appearance is expected.
- Accessories: No hats allowed OR hooded indoors except for religious purposes. Jewelry, although permitted, should be kept to a minimum. Any accessories (e.g., dangling earrings, bracelets) which may divert attention away from the learning environment will not be allowed.
- For scholar safety, scholars MUST have on SNEAKERS in order to participate in PE. The specials schedule is sent out ahead of time for scholars to plan accordingly.
- Continual failure to comply with the school's uniform policy may result in additional consequences as listed in the Miami-Dade County Code of Scholar Conduct.
- I.D. Badges: All scholars of the Academy have ID badges. The ID badge is part of the school uniform and must always be worn. Scholars will not be allowed to participate in Academy sponsored events; this includes lunch program, field trips, unless they are wearing the badge. If the badge is lost or stolen, scholars must be sent to the Main Office where a \$8.00 replacement fee will be assessed. A fee of \$2.00 will be billed to parents for any temporary ID that is printed.



## 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. The Lost and Found items are displayed on a rack outside room 105.. Our Lost and Found items will be donated to an organization every four weeks, the last Friday of the month.

## Money and other Valuables

- Children should not bring unnecessary money to school. Children's personal materials are not covered by school insurance.
- Please be sure to check for your child's belongings before you leave school each day. This will dramatically reduce the number of Lost and Found items left in the building.

## Parent Involvement

Research has shown that children do best when their parent(s) are involved in their education. The parent-home connection is important to the School. Archimedean parents are expected to make a commitment to their child's learning at the School by doing the following:

- Read to their child(ren) for a minimum of 20 minutes daily.
- Participate in school functions and activities which benefit their child(ren)
- Participate in PTO
- Support the teachers and the School in working with your child(ren)
- Meet the 30-hours volunteer obligation, per parent contract.

## Volunteer Program

- Parents are required to volunteer 30 hours per school year per family. All hours must be completed within the given school year.
- The policy for the Volunteer Program is established by Archimedean Academy Board of Directors.
- Parents are not permitted to volunteer in their child's classroom or grade level except on special occasions.
- Volunteers inside the classrooms will be limited to those parents who attend the Volunteer Orientation and Training. Volunteers are not permitted to be left alone with scholars.



## Field Trip Cancellation & Reimbursement to Families Policy

Field trip Accounting Procedures policy regarding family reimbursement for field trips paid and later cancelled. The Archimedean Schools adopt the MDCPS Field trip accounting Procedures and in addition the following paragraphs shall be incorporated:

### 1 Cancellation of Field trips and reimbursement procedures:

Should the school cancel a field trip for all scholars, families should be reimbursed via school check for the total amount collected by the family for the purpose of the field trip.

### 2. Cancellation due to family decision.

Should a scholar (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 scholar absence was due to illness.

### General provisions

- There will be no reimbursement to families for funds collected if 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 scholars 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.

Collection of balance due for services provided by the school to be settled by the families prior to graduation of 5th grade same that applies/established for 12th grade.

Scholars graduating from 5th grade must be in good academic standing and have no outstanding balances with the school in order to participate graduation activities.

A check list prepared by the school Principal should include the following:

### Academically Cleared SY 2024-2025

*(To be prepared and Signed by the Principal for Promotion)*

### Financial Obligations Met:

- After School: Dues Paid Off for all Family Members
- Lunch Dues: Paid Off for all Family Members
- Library: all Books Returned and Late Fees Paid Off for all Family Members
- Extracurricular & Athletic Fees: Paid Off for all Family Members

*(Signed by the Cashier)*

### Textbooks and/or School I-Pad Accounted For & Returned and or dues paid Off

- Classroom Books and School I-Pad Returned and or dues Paid Off.
- Field trip balances Paid Off

*(Signed by School Secretary)*

### P.T.O. Dues Met:

- Promotion Fees Paid
- Other Dues to PTO Paid

*(Signed by School Secretary or PTO President)*



## FREQUENTLY ASKED QUESTIONS

### **Is a charter school a public school?**

Yes. A charter school is a publicly funded school managed by a private organization. The Archimedean Academy opens its doors to all scholars. As a charter school, we are publicly funded, and therefore, a public school. The corporate status of Archimedean Academy is that of a “not for profit” organization and a tax-exempt organization.

### **Are the Archimedean Academy teachers certified?**

As a Miami-Dade County Public School sponsored charter school, Archimedean Academy teachers are cleared and held accountable by the State of Florida and the Schools of Choice District office regarding certification to teach.

### **What makes the Archimedean Academy different from other charter schools or traditional public schools?**

- Small class size with a teacher and teacher assistant in the classroom.
- Participation in a Greek Immersion Program for language and mathematics.
- A parental obligation contract whereby a parent agrees to volunteer at least 30 hours during the school year.
- An innovative use of technology, which extends school learning to home.

### **What can I do to volunteer for my hours?**

Each family at Archimedean Academy is required to complete 30 volunteer hours each school year. Opportunities to volunteer are communicated via the weekly grade-level newsletter or through the AA PTO.

### **Where can I find more information about the Before and After School Care Program?**

The Archimedean Community Center (ACC) is open to Archimedean scholars and information regarding all programs may be found on our website:

[www.archimedean.org](http://www.archimedean.org).





## ARCHIMEDEAN ACADEMY PARENT CONTRACT 2024-2025

Adherence to the items listed in the Parent Contract 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 submit the signed contract to Archimedean Schools.

You may do so by clicking [HERE](#).



If you do not have access to a computer then please print and complete the form in BLUE INK and send it to your child's homeroom teacher .

Please keep a copy for your records and make sure you submit one contract per student.

- Parents understand that students of the Archimedean Academy 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 considered non-excused. Trips and vacations during regular school days will not be considered excused absences. Classes begin promptly at 8:00 a.m. (K - 5). Classes end at 3:00 p.m. (K - 4) and 3:30 p.m. (grade 5). Early release on Fridays 2:00 p.m. (K-4) and 2:30 p.m. (Grade 5). Please be advised that any student arriving after 8:00 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 7:30 and 7:45 in order to beat traffic and participate in our school-wide morning announcements at 8:00 am on Mondays only.
- 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.-1:30). They must register





with 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 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 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 Academy Parent Contract.**
- B. Parent/Student Handbook.**
- C. Before and After School Care Program Handbook**
- D. MDCPS Code of Student Conduct**
- E. Archimedean Academy 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: \_\_\_\_\_



## ARCHIMEDEAN ACADEMY CONTRATO ESCOLAR PARA PADRES /TUTORES 2024-2025

**Cumplir con las expectativas incluídas en este contrato es un asunto al que le damos mucha importancia. Favor leer cuidadosamente.**

**Su firma al final de este contrato indica que comprende y acepta el compromiso que hace al inscribir a su hijo/a en nuestra escuela.**

**Se requiere que envíe el contrato firmado a Archimedean Schools.  
Puede hacerlo haciendo clic [AQUÍ](#)**



**Si no tiene acceso a una computadora, imprima y complete el formulario en TINTA AZUL y envíelo al maestro de su hijo. Por favor, asegúrese de enviar un contrato por estudiante y guarde una copia para sus registros.**

**Recomendamos enfáticamente que los padres/tutores completen las horas de voluntariado** ya que así se involucrarán positivamente en la educación de sus hijos.

- Los padres/tutores entienden que los estudiantes de la Academia Archimedean son estudiantes de las Escuelas Públicas del Condado de Miami-Dade (MDCPS) sujetos a las políticas aplicables y con los mismos derechos. Archimedean Academy 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 Prekindergarten, 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/tutores que realicen sus horas de voluntariado** para promover el compromiso y la participación de los padres/tutores en la educación de sus hijos/as.

- Los estudiantes tienen que utilizar sus uniformes escolares todos los días. Los padres/tutores deben asegurarse de que su hijo/a 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/tutores.
- Los padres/tutores deben ponerse en contacto con la oficina si su hijo/a 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/tutores 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 8:00 a.m. (K - 5). Las clases finalizan a las 3:00 p.m. (K - 4) y 3:30 p.m. (grado 5), (2:00 p.m.). Los viernes las clases finalizan a las 2:00 p.m. (K-4) y 2:30 p.m. para (grado 5). Tenga en cuenta que cualquier estudiante que llegue después de las 8:00 se marcará como tarde y debe presentarse directamente en la entrada principal para obtener un pase de tardanza. Los padres/tutores serán informados del estado de asistencia de su hijo/a 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 7:30 y las 7:45 a fin de evitar el tráfico y participen en los anuncios matutinos de toda la escuela a las - 8:00 a.m. los lunes solamente.
- Los padres/tutores deben seguir los procedimientos de dejar y recoger estudiantes y cumplir con TODAS las reglas de tráfico / estacionamiento.
- Los padres/tutores no están permitidos en el edificio principal de la escuela durante el horario escolar normal de 8:30 a.m.- 1:30 p.m. Los padres tienen que firmar en la recepción y recibir un pase de visitante. Como medida de seguridad, todos los padres/tutores y visitantes deben esperar fuera del edificio durante la hora de salida.
- Los padres/tutores 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/tutores, Manual de ACC).

- Los padres/tutores 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/tutores 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/tutores, Manual de ACC).
- Los padres/tutores 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 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/tutores desempeñan un papel integral en la vida educativa y social de sus hijos. Por este motivo, la escuela solicita que un padre/tutor personalmente transporte a su hijo/a 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/tutores y estudiantes deben cumplir con todas las políticas de la escuela.

**Todos los servicios de pago, como el almuerzo y el cuidado después de la escuela, son prepagos.**

**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 Academy.**
- 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 Academy**

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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