

# Ponce De Leon Middle School

## Home of the Explorers



***International Baccalaureate World School  
Title I School***

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Coral Gables, Florida 33146  
(305) 661-1611 Fax (305) 661-0153  
<http://ponce.dadeschools.net/>

Martha C. Chang, Principal  
Yader Lacayo, Assistant Principal  
Jeanette Sierra-Funcia, Assistant Principal

Melissa Masters, SCS/Activities Director  
Marlene Ramos, Magnet Lead Teacher

Sonia Alvarez, Guidance Counselor  
Jennifer Juncosa, Guidance Counselor

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### **This Planner belongs to:**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Room #: \_\_\_\_\_

# Ponce De Leon Middle School

## VISION STATEMENT

We are committed to producing global students who are responsible members of society.

## MISSION STATEMENT

It is the mission of Ponce de Leon Middle School to provide its students with a safe, academically challenging, and culturally diverse learning environment which fosters the development of a strong character and intellect. Furthermore, we aim to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. We strive to impress in our students the principles, which will enable them to positively and actively contribute to an ever-changing global society. As such, Ponce de Leon Middle School Students are expected to be inquisitive, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective in their pursuit of life-long learning.

## PRINCIPAL'S MESSAGE

Welcome to Ponce de Leon Middle School, a true international school, providing our students with the prestigious International Baccalaureate Middle Years' Programme. The Ponce de Leon administration, faculty, and staff are committed to doing everything possible to ensure the best education for all students. You will find in this handbook a great deal of valuable information, which will help you to be successful in middle school. We look forward to a productive and exciting year!

## SCHOOL INFORMATION

At Ponce de Leon Middle School, we strive to be sure that everything we do focuses on the needs of the students we serve. We believe that all students can learn and that our job is to create an environment that gives them an opportunity to be the best they can be.

We are proud that we were selected to be a recipient of the School of Distinction from the Magnet Schools of America in 2012, 2014, 2015, and 2016. As a recipient of this prestigious award, we continually make the commitment to honor this tribute and work with our students, parents, and community members. This year, our school will be part of the re-authorization process for the International Baccalaureate Programme.

Ponce de Leon Middle School is a school rich in history. It was originally built as the first high school in the City of Coral Gables. Construction began in the fall of 1925, and it was originally called Ponce de Leon University High School. The three oldest structures on the campus are Building 100, 200, and the gymnasium, which were constructed between 1925-1930. In 2008, building 100 and the gymnasium were designated as Historical Reconstructions.

## ATTENDANCE POLICY

The student, parent, and school agree that the student's education is based on the student's participation in school, and the key to participation is regular attendance at the school. Therefore, the school agrees to provide an educational environment and the student agrees to be in attendance in accordance with this contract as follows:

- I. Students need to attend school daily; absences are excused for the following reasons:
  - a. Student illness
  - b. Medical appointment that cannot be scheduled after school
  - c. Death in family
  - d. Observance of a religious event mandated for all members of this faith
  - e. Assigned court dates (written documentation from the court)
  - f. School-sponsored event or activity previously approved

### ***NO SIGN OUTS WILL BE PERMITTED AFTER 3:30 PM.***

- II. When an absence occurs, the student agrees to provide a note from the parent explaining the absence and containing contact numbers. Students must have official documentation with the signed note if the absence is due to an appointment or court date. Notes must be submitted before school. Students **ONLY** have two (2) days to have the absence excused. The student will have the responsibility of obtaining teacher's signatures and saving admits. These admits may be needed for an appeal.
- III. To be counted "present" for the day, the **must be in attendance for a minimum of two hours of the day** unless extenuating circumstances exist as determined by the Superintendent.
- IV. Any student who accumulates ten (10) unexcused absences for an annual course or five (5) unexcused absences for a semester course may receive a NC (No Credit) in that course. (There will be no make-up hours). Additionally, excessive unexcused absences may result in loss of privileges and/or participation in school sponsored events/field trips.
- V. Once a student accumulates a total of ten (10) absences, excused or unexcused, a parent or student must submit a doctor's note or **the parent must come into the Attendance Office in person in order to excuse the absences. THIS MUST BE DONE WITHIN THE TWO-DAY DEADLINE FOR THE ABSENCE TO BE EXCUSED.**
- VI. Students who are tardy to school must report to the Attendance Office to secure an admit. Once a student accumulates ten (10) tardies, notes are no longer accepted. Additionally, excessive tardies may result in loss of privileges and/or detention/suspensions.
- VII. If a student is signing out early, individuals **NOT LISTED** on the emergency contact sheet **WILL NOT** be permitted to sign a student out of school. **NO EXCEPTIONS.** Students must be present a minimum of two hours to be considered present in school.
- VIII. The student and parent should accept the responsibilities and duties implied for the above and agree to follow directions of the staff and Attendance Appeals Committee.

This agreement is based on the laws of the State of Florida and rules of the School Board of Miami-Dade County. Questions may be directed to the Attendance Office. Please review the Attendance Policy and understand ALL of its requirements.

## **ADMISSION TO CLASS**

If a student is absent or tardy to school he/she should report directly to the attendance office for an admission pass to class. All admits to class (tardy and absence) will be given through attendance office!

## **ABSENCE FROM SCHOOL**

Upon returning to school after an absence, a student must submit a note from his/her parent/guardian that lists the date(s) of absence(s) and provides an explanation/reason for their absence. The note should be submitted to the attendance clerk in the attendance office (room 130). Students must receive admits for admission to class before entering their homeroom class. Therefore, all admits should be received between 8:00 am – 8:55 am. Students will have 48 hours to excuse their absence with a written note or doctor's note, after that time period the absence will be unexcused.

Excessive absences and trancies will result in parental contact, referral to social worker, and/or referral to Children and Family Services. Additionally, students with more than 10 absences, will need a parent/guardian to come in and be physically present to receive an admit and excuse the absence. Students should retain all copies of their admits. Once a student accumulates ten (10) absences (excused or unexcused) a parent or guardian is required to be physically present to admit. **If the student does not bring in a note for one of the reasons listed above, the absence will be considered unsatisfactory.**

## **EARLY DISMISSAL AND PRE-ARRANGED ABSENCE FROM SCHOOL**

Pre-arranged absences should be arranged with the attendance clerk. In order for a pre-arranged absence to be satisfactory, one of the six reasons listed above must be indicated in a note from a parent/guardian.

## **EMERGENCY CONTACT INFORMATION**

Student Data/Emergency Contact Sheets are distributed during the first week of school. Students are to take the sheets home and have their parent/guardian completely fill out the sheet, then return the sheet to the Attendance Office. The information on the sheet will enable school staff to contact parents/guardians immediately in case of an emergency. Students will not be released from school until the parent or authorized person listed on the sheet physically reports to school and presents picture identification.

## **MAKE-UP WORK FOR ABSENCES**

**Students are responsible for the content of all class work missed.** All students who have been absent for an excused (permissible) reason shall, upon return to school, have the responsibility of requesting make-up assignments in accordance with the procedures and conditions established by each teacher. The teacher shall determine the nature of the make-up assignment. It should be remembered that all class work, due to the nature of the instruction, is not readily subject to make-up work; as such, the make-up assignment may reflect a lower grade than would have been received if the student had been in attendance. A student who does not make-up all assignments will receive a lower grade than if he/she had been present in class and completed all assignments.

## **TARDIES**

Students must be in their classes when the tardy bell rings. Chronic tardies will be referred to the grade level administrator for further disciplinary action. **Any student reporting to school after the start of homeroom must report to the attendance office for an admit. Tardies will ONLY be excused if a parent accompanies the student to the attendance office.** However, three or more unexcused tardies shall result in a referral for excessive unexcused tardies. The consequence for unexcused tardies shall include detention, indoor suspension, assignment to the Student Success Center (SSC), and/or exclusion from field trips and other events. All other tardies will be unexcused. **Please note: All tardy buses are excused and will be announced over the P.A. system.**

## **TRUANCIES AND CLASS CUTS**

Absences from class because of class cuts or truancies will be considered unsatisfactory. A class cut is considered any unauthorized location (including, but not limited to, going to the main office without a pass during lunch time). Students who do not attend class or are truant from school will be disciplined as stated in the discipline plan.

## **ATTENDANCE CODES**

|  |  |
|--|--|
| Homeroom and Traditional:                                      | Block Schedule:                                    |
| A = Excused Absence  | A2 = Excused Absence-Block Schedule                |
| U = Unexcused Absence  | U2 = Unexcused Absence-Block Schedule              |
| T = Excused Tardy  | T2 = Excused Tardy-Block Schedule (Split lunch)    |
| TU = Unexcused Tardy   | TU2 = Unexcused Tardy-Block Schedule (Split Lunch) |
| ENT = Entered Class  | WD = Withdrawn from Class                          |
| NS = No Show. Did not enter – on roster but, not in attendance |  |

The following are measures being implemented to ensure that our students are attending school on a regular basis:

|                               |  |
|-------------------------------|--|
| Daily Absence                 | Connect- Ed (NTI-Connect)  |
| 1 Unexcused Absence           | Parent Contact by Teacher  |
| 3 Unexcused Absences          | Student/Parent Attendance Agreements                             |
| 5 Unexcused Absences          | Truancy Letter/Notification of No-Credit (NC) for semester class |
| 10 Absences Total             | Letter to Parent/Parent Conference                               |
| 15 Absences                   | Refer to Visiting Teacher/Refer to TCST Truancy process begins   |
| 2 Unexcused tardies           | Warning  |
| Excessive tardies (3 or more) | Parent Notification/Administrative Detention                     |

Regular attendance to school and class is very important. Therefore, teachers should be the first to follow-up with student absences. Notes will be accepted only within 48 hours of a student's return from an absence. Excessive absences and truancies will result in parental contact, referral to social worker, and/or referral to Children and Family Services. Students are responsible for the content of all class work missed.

All students who have been absent for an excused (permissible) reason shall, upon return to school, have the responsibility of requesting make-up assignments in accordance with the procedures and conditions established by each teacher. The teacher shall determine the nature of the make-up assignment. It should be remembered that all class work, due to the nature of instruction, is not readily subject to make-up work; as such, the make-up assignment may reflect a lower grade than would have been received if the student had been in attendance. A student who does not make up all assignments will receive a lower grade than if he/she had been present in class and completed all assignments.

## **CAFETERIA**

Eating and drinking are permitted only in the cafeteria. No food is to be taken out of the cafeteria. Each student is given a scheduled time for lunch. Students may purchase their lunch in the cafeteria or they may bring their own lunch from home to school. Parents can check the lunch menu online at <http://nutrition.dadeschools.net>. Students will not be able to call parents to bring them outside food from restaurants (including fast food) to eat in the cafeteria. Cakes and/or cupcakes are not permitted for birthday/celebrations in the cafeteria. Students are expected to enter the cafeteria quietly and follow established lunchroom rules. After eating, students are to dispose of trays. They are to keep the cafeteria tables and the floor clean. A student who misbehaves during lunch may be subject to lunch work detail and/or other disciplinary actions.

## FREE BREAKFAST

The National School Breakfast Program was enacted to ensure that school children are being served a nutritious breakfast daily. Miami-Dade County Public Schools offers a breakfast at no charge to all M-DCPS students. The breakfast at no charge is not dependent on the student qualifying for free/reduced meals at lunch.

## FOOD COST - LUNCH

Students - \$2.50

Reduced Price, Students - \$0.40

Adults - \$3.00

## CLINIC

Any student who is ill must obtain a clinic pass from his/her teacher. The clinic may only be used as a waiting room from which students will be allowed to contact their parents/guardians. There is a full-time nurse assistant available in the clinic. If for some reason, the nurse assistant is not available, please report to the attendance office so they can provide assistance.

Parents must be sure that school personnel have a medical consent form on file. **All parents must furnish the school with an emergency contact phone number at the start of the year and notify the school when any information changes.** It is against state law for any staff member to issue medication, including aspirin to a student. **PLEASE DO NOT ASK FOR MEDICATION.**

Students taking medication in school must have completed the proper medical authorization, current doctor's authorization, and the medicine must be left in the attendance office and in its original bottle. Under **NO** circumstances are students to carry medication of any kind on their persons or book bags.

## CODE OF STUDENT CONDUCT

The code of Student Conduct of the Miami-Dade County Public Schools defines district violations of behavior for which disciplinary action is to be taken. The code is in force during regular school hours, while students are being transported on a school bus, while students are awaiting bus pick-up, and at such times and places including, but not limited to, school sponsored events, field trips and other activities where school administration have jurisdiction over students. Violations of the Code of Conduct that will result in disciplinary action include the following:

- Aggravated Assault and/or Battery
- Arson
- Assault
- Battery
- Bullying
- Continuous Disruptive Behavior
- Defiance of School Personnel Authority
- Desecration of a House of Worship
- Disruption on a School Bus
- Disruptive Conduct
- Dress Code Violations
- Extortion
- Fighting
- Gambling
- General Disruptive Conduct
- Illegal Organizations
- Indecent Propositions
- Obscene Materials
- Possession and/or Concealment of Weapons
- Possession of Mood Modifiers or Drugs (including e-cigarettes)
- Robbery
- Sex Violations
- Smoking
- Theft
- Use of E-cigarettes, vapors, or accessories
- Use of Mood Modifiers including Alcohol
- Vandalism

Furthermore, the possession and/or use of shaving cream, itching powder, stink bombs, water guns, paint, permanent markers, or any other items that are inappropriate for use in a school are prohibited. This list is not all-inclusive and students committing an act of misconduct not listed will be subject to

disciplinary action and/or restitution at the discretion of the principal or designee. In addition, the principal is authorized to take administrative action whenever a student's misconduct away from school has a detrimental effect upon other students or on the orderly educational process.

### **DRUGS, FIREWORKS, WEAPONS, ETC.**

Drugs, drug paraphernalia, fireworks, and/or weapons are prohibited by county and state regulations. Students found with drugs or weapons in their possession or under the influence of drugs will be recommended to the Superintendent of Schools for possible expulsion from the Miami-Dade County Public School System. The possession and/or use of a weapon is considered to be a federal offense. The term "weapon" is defined by the Miami-Dade County Public School Board as any instrument, which can be used to threaten or injure another individual. This definition applies to any instrument that is used in a threatening manner or is perceived by the individual being threatened as capable of inflicting physical harm.

### **NO-BULLYING TOLERANCE**

Bullying is against the law, and Ponce de Leon Middle School has a NO-Bullying Tolerance policy. Every student is responsible for making school a place where they feel safe. A No-Bullying Anonymous Box is in the media center so students may drop off a note explaining the incident. Additionally, counselors are available to all students from 8:30 a.m. to 3:40 p.m. Students are responsible for reporting any incident to counselors, teachers and/or administration. Our goal is for all students to develop the social and emotional intelligence that will give them greater success in their peer relationships, their academic performance and in their adult lives.

### **PARENT CONFERENCES**

The school encourages the involvement of parents in problems their children may be having in school. If there is an academic or disciplinary problem in a particular class, parents are encouraged to contact the teacher involved and/or student's team leader and arrange for a conference.

1. A telephone conference or email exchange may solve the problem at hand. Please call, email, or leave a message, and the teacher will return your call as soon as possible.
2. If you wish to arrange a meeting with the teacher, counselor, or team member, please call the school to schedule a conference. When arranging a conference with a team of teachers who teach your child, it is helpful to know who the team leader is. This person is the one who will set up the conference for you.
3. If the problem is other than a classroom problem, the appropriate grade-level assistant principal or counselor should be contacted.

### **PARTICIPATION CRITERIA FOR SCHOOL ACTIVITIES, FIELD TRIPS AND EVENTS**

Each nine week period, students will have an opportunity to earn rewards or participate in activities based on the criteria listed below.

#### **Criteria to PARTICIPATE in Activities (including but not limited to any field day, dances, or field trips):**

Any student who meets all of the following guidelines will be able to participate in the end of the nine-week rewards or activities:

- (1) **A's, B's, or C's in conduct** only for each class for the nine-week period
- (2) At least a **2.0 "C" academic average** for that nine-week period with no grade of "F", and no more than one grade of "D"
- (3) **No suspensions** (indoor suspension and/or assignment to Student Success Center or Pathways) in the nine-week period and up to the event
- (4) **0 – 1 unexcused absences** through homeroom in the nine-week period
- (5) **A 1 or 2 in their homeroom effort** grade
- (6) No monetary balance with the school treasurer.

**For end of the year team and grade level field trips and events all criteria must be met all nine weeks.**

**Other restrictions may apply for special events.** An appeals process is available to students who feel they have met the criteria but were not selected for the events.

### **RULES AND EXPECTATIONS**

The following rules and expectations are set forth in an effort to maintain an orderly and productive school. Students are expected to:

1. Keep cell phones and iPods in book bags or pockets at all times. Any use of cellular phones during school hours is prohibited. **The school is NOT responsible for the loss or theft of any electronic device.**
2. Attend every class daily and not be tardy.
3. Be prepared for class with appropriate materials.
4. Be respectful to all individuals and any property.
5. Refrain from using inflammatory or inappropriate language (insults or cursing).
6. Do not bring skateboards.
7. Comply with all reasonable requests from school personnel respectfully and immediately.
8. Abide by the rules and regulations set forth by school personnel, individual classroom teachers, administration, security, cafeteria personnel and bus operators.
9. Change classes in an orderly, respectful and appropriate manner.
10. **DO NOT BULLY ANY STUDENT(s) verbally or physically** as defined by the School Board Rule and the Student Code of Conduct.





## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

| Violation  | First Offense   | Second Offense  | Third Offense  | Fourth Offense   |
|--|---|---|--|--|
| <b>Level I *</b><br><u>Disruptive Behaviors:</u> <ul style="list-style-type: none"> <li>• Unauthorized location</li> <li>• Confrontation with another student</li> <li>• Cutting class</li> <li>• Misrepresentation</li> <li>• Disruptive behavior (including behavior on the school bus and at the school bus stop)</li> <li>• Failure to comply with class and/or school rules</li> <li>• Possession of items or materials that inappropriate for an educational setting</li> <li>• Inappropriate public display of affection</li> <li>• Repeated use of profane or crude language (general, not directed at someone)</li> <li>• Unauthorized use of electronic devices</li> </ul>   | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Reprimand/Warning</li> <li>• Confiscation</li> </ul>     | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Administrative Detention</li> <li>• Work Detail</li> <li>• Confiscation</li> </ul> | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Indoor Suspension</li> <li>• Confiscation</li> </ul>                        | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> <li>• Confiscation</li> </ul> |
| <ul style="list-style-type: none"> <li>• Dress Code Violation*</li> </ul>  | <ul style="list-style-type: none"> <li>• Call home</li> <li>• Report to Main Office</li> </ul>  | <ul style="list-style-type: none"> <li>• Administrative Detention</li> <li>• Call home</li> </ul>   | <ul style="list-style-type: none"> <li>• Call home</li> <li>• Becomes immediate Defiance of Authority</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• Leaving Class without permission*</li> </ul>  | <ul style="list-style-type: none"> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Reprimand</li> <li>• Parent Conference</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Indoor Suspension</li> <li>• Letter to parent</li> </ul>                           | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> <li>• Letter to parent</li> </ul> |  |
| <b>Level II *</b><br><u>Seriously Disruptive Behaviors:</u> <ul style="list-style-type: none"> <li>• Cheating/Misrepresentation</li> <li>• Confrontation with a staff member</li> <li>• Defiance of school personnel</li> <li>• Distribution of items or materials that are inappropriate for an educational setting</li> <li>• Failure to comply with previously prescribed corrective strategies</li> <li>• False accusation</li> <li>• Fighting (minor)</li> <li>• Harassment (non-sexual or isolated)</li> <li>• Instigative behavior</li> <li>• Leaving school grounds without permission</li> <li>• Joining clubs or groups not approved by the School Board</li> <li>• Libel</li> <li>• Petty theft (under \$300)</li> <li>• Prohibited sales on school grounds (other than controlled substances)</li> <li>• Possession and or use of tobacco products</li> <li>• Slander</li> <li>• Provocative Language aimed at someone</li> <li>• Vandalism (minor)</li> </ul> | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Indoor Suspension</li> </ul>                             | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Indoor Suspension</li> </ul>   | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> </ul>                             | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> </ul>                         |
| <ul style="list-style-type: none"> <li>• Provocative Language aimed at Faculty/Staff *</li> </ul>  | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Indoor Suspension</li> <li>• Letter to parent</li> </ul> | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> <li>• Letter to parent</li> </ul>        | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> <li>• Letter to parent</li> </ul> |  |

| Violation  | First Offense   | Second Offense  | Third Offense   | Fourth Offense  |
|--|---|---|---|---|
| <p><b>Level III * (SPAR required)</b><br/><u>Offensive/harmful Behaviors</u></p> <ul style="list-style-type: none"> <li>• Assault/threat against a non-staff member</li> <li>• Breaking and Entering/Burglary</li> <li>• Bullying (Repeat Harassment)</li> <li>• Disruption on campus/Disorderly Conduct</li> <li>• Fighting (major)</li> <li>• Harassment (Civil Rights)</li> <li>• Possession or use of alcohol, unauthorized over the counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering.</li> <li>• Possession of simulated weapons</li> <li>• Sexting Offense 1</li> <li>• Sexual Harassment</li> <li>• Trespassing</li> <li>• Vandalism (major)</li> </ul>   | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> <li>• Recommendation for Alt. Ed setting</li> <li>• Recommended for expulsion</li> </ul> | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> <li>• Recommendation for Alt. Ed setting</li> <li>• Recommended for expulsion</li> </ul> | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> <li>• Recommendation for Alt. Ed setting</li> <li>• Recommended for expulsion</li> </ul> | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> <li>• Recommendation for Alt. Ed setting</li> <li>• Recommended for expulsion</li> </ul> |
| <p><b>Level IV ** (SPAR required)</b><br/><u>Dangerous or Violent Behaviors</u></p> <ul style="list-style-type: none"> <li>• Battery against a non-staff member</li> <li>• Grand theft (over \$300)</li> <li>• Hate crime</li> <li>• Hazing (felony)</li> <li>• Motor vehicle theft</li> <li>• Other major crimes/incidents</li> <li>• Intent to sell and/or distribute alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering</li> <li>• Sale and/or distribution of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering</li> <li>• Sexting Offense 2</li> <li>• Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)</li> </ul> | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> <li>• Recommendation for Alt. Ed setting</li> <li>• Recommended for expulsion</li> </ul> | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> <li>• Recommendation for Alt. Ed setting</li> <li>• Recommended for expulsion</li> </ul> | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> <li>• Recommendation for Alt. Ed setting</li> <li>• Recommended for expulsion</li> </ul> | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Student Conference</li> <li>• Referred to Counselor</li> <li>• Assignment to Student Success Center</li> <li>• Recommendation for Alt. Ed setting</li> <li>• Recommended for expulsion</li> </ul> |
| <p><b>Level V** (SPAR required)</b><br/><u>Most serious, dangerous, or violent behaviors</u></p> <ul style="list-style-type: none"> <li>• Aggravated assault</li> <li>• Aggravated battery against a non-staff member</li> <li>• Armed robbery</li> <li>• Arson</li> <li>• Assault/threat against MDCPS employees or persons conducting official business</li> <li>• Battery or aggravated battery against MDCPS employees or persons conducting official business (mandatory expulsion )</li> <li>• Homicide</li> <li>• Kidnapping/abduction</li> <li>• Making a false report/threat against the school (mandatory expulsion)</li> <li>• Sexting Offense 3</li> <li>• Sexual battery</li> <li>• Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons (mandatory expulsion)</li> </ul>   | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Assignment to Pathways</li> <li>• Recommendation for Expulsion</li> </ul>   | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Assignment to Pathways</li> <li>• Recommendation for Expulsion</li> </ul>   | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Assignment to Pathways</li> <li>• Recommendation for Expulsion</li> </ul>   | <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Assignment to Pathways</li> <li>• Recommendation for Expulsion</li> </ul>   |

• **Multiple offenses at a combination of levels: disciplinary action at administration's discretion.**

• \*Repeated disciplinary referrals to administration will automatically lead to Indoor Suspension, Student Success Center, Pathways, and a possible recommendation for expulsion, regardless of the individual offense number.

• \*\*Require administration to contact School Resource Officer and a School Police Automated Report (SPAR).

## TECHNOLOGY POLICY

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY - Board Rule 7540.03**

This policy establishes responsible and acceptable use of the network as a tool for learning in the District. The District Network is defined as all computer resources, including software, hardware, lines and services that allow connection of District computers to other computers, whether they are within the District or external to the District. This includes connection to the Internet while on school property. In this policy, Users are defined as students. No user may use the Network to take any action and/or communicate any language that the employee or student could not take or communicate in person. Prohibitions in applicable Federal, State, and/or local law or regulation, collective bargaining agreements and School Board policies are included. Additionally, this policy reflects that there is no expectation of privacy in the use of e-mail or network communications when such communications occur over District provided equipment. (See Board policies concerning privacy and e-mail [http://www.dadeschools.net/technology/acceptable\\_use\\_policy.htm](http://www.dadeschools.net/technology/acceptable_use_policy.htm)).

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

District Staff has the right to review any material on user accounts to maintain adequate filespace and monitor appropriateness of material transmitted through the Network. The District shall respect the privacy rights of user accounts unless there is a violation or suspected violation of this policy.

Vandalism and harassment when utilizing the Internet will result in cancellation of User privileges. This includes, but is not limited to, the uploading or creation of computer viruses and the attempt to destroy, harm or modify data of another User.

## TRANSPORTATION

### **BICYCLES AND SKATEBOARDS**

Bicycles are to be locked and chained within the areas designated for bicycles. **Skateboards are not permitted on school grounds.** You are not to ride your skateboard anywhere on the campus. Appropriate disciplinary measures may be taken, such as removal of skateboard. The school will not be responsible for any lost or stolen bicycles and/or skateboards.

### **BUS TRANSPORTATION**

Transportation will be provided to those students who live two or more miles from the school and are within our school boundary. Magnet students who live within the boundaries of selected target schools MAY be provided transportation; all others will not. These students will be expected to ride their assigned bus each day and to board and leave the bus at the stop assigned by the school. Students will be expected to obey the rules for behavior as set forth by the driver who is responsible. Failure to follow bus safety rules may result in temporary suspension from bus transportation service. Upon arrival at school each morning, all students transported by bus will be expected to remain on campus while waiting for the opening of school. Miami-Dade County Public Schools does not provide supervision for students who wait for school buses at school bus stops. Furthermore, it is the parent's responsibility to provide supervision for their children prior to the time that a school bus arrives at an assigned bus stop.

Note: If your child has not been assigned a school bus on the first day of school, for any reason, it may take a minimum of two weeks to be processed. We ask your cooperation and patience, taking into account that the administration of Ponce Middle acts a liaison (and does not supervise transportation directly) between students and the MDCPS transportation center.

### **BUS INSTRUCTIONS FOR PUPILS**

Please be advised of the following instructions/rules that are to be followed by students riding the school bus to school, from school, or on school sponsored field trips:

1. Pupils must be at the bus stop ready to board the bus approximately 10 minutes before the designated arrival time. The bus cannot wait for pupils who are tardy.
2. The pupil must have a valid bus pass. (UNAUTHORIZED PERSONS ARE NOT PERMITTED TO RIDE.)
3. Standoff roadway while awaiting the bus.
4. Keep your seat at all times while bus is moving.
5. Always keep your head and arms inside windows.
6. Cross the roadway at least 10 feet in front of the bus and never behind the bus.
7. Unnecessary conversation with the driver is dangerous.
8. Ordinary classroom conduct and conversation shall be observed at all times.
9. No radio shall be played nor is singing permitted on the bus.
10. Pupils must be absolutely quiet while the bus is stopped for and crossing all railroad tracks.
11. The driver is in full charge of the bus and responsible for your safety. The driver has been ordered to stop the bus anytime the driver feels misconduct on the part of the pupils endangers the lives of others.
12. The driver has the right to assign pupils to certain seats if necessary to promote order on the bus.
13. No eating, drinking or smoking allowed on bus.
14. Chaperons must be approved by the principal on field trips and shall be responsible for maintaining proper pupil conduct.
15. All passengers must wear safety belts whenever the bus is in operation.

**Consequences:** For violating these rules pupils will be reported by the driver to the school principal who has authority to suspend them temporarily from riding the bus, or other disciplinary actions.

## **UNIFORM POLICY**

**Ponce de Leon Middle is a mandatory uniform school. Each student is expected to wear the official school uniform.**

### **Bottoms (Pants)**

- Students are required to wear clean navy blue or khaki (appropriately sized to their body) pants, shorts (knee-length), skorts, skirts, or Capri's.
- Pants or shorts must be "docker" style. **No denim, overalls, jean-like material, or spandex will be allowed;** undergarments CANNOT be visible at any time.
- NO colors other than navy blue or khaki are allowed.

### **Tops (Shirts)**

- Students are required to wear clean white or navy blue polo-style shirts (shirts with collars) **with the SCHOOL LOGO. (No Striped Shirts)**
- Shirts should be tucked in at all times, and no oversized clothing will be permitted.
- Undershirts should not be visible at the sleeve or below the uniform shirt.
- All shirts must not go below the student's extended fingertips when their arms are placed at their side.
- No hooded shirts or jackets (subject to confiscation).
- No colors other than white or navy blue are allowed at any time.

During cold weather students should wear school colored jackets or sweatshirts (navy, gray, white or black) with no writing on the front or back and with no hoods. Visible brand name logos will not be allowed. Administrative discretion will determine acceptability.

Students must wear closed-toe shoes. This includes tennis shoes and any other closed shoe with laces. Hair must be neatly groomed and clean. Excessive jewelry or clothing including hats or head coverings (unless used for religious purposes), excessive amounts of money, or anything that the administration may consider to be a safety hazard or a distraction to the learning environment will not be permitted. If a student wears an undershirt, **undershirts must be white or the color of the uniform shirt they are wearing.** In addition, undershirts must fit properly.

This is a summary of the uniform policy and cannot cover all aspects. If in doubt, please ask an administrator.

### **DRESS AND APPEARANCE**

Going to school should be compared with going to work. Proper dress is expected at all times. Your dress and appearance will emphasize your serious concern for the maintenance of a proper school environment. In this regard, the following regulations will be enforced:

1. Students are expected to wear the school uniform. Students inappropriately dressed will receive consequences based on the progressive discipline plan.
2. **Students must comply with uniform dress standards. Students will NOT be permitted to wear the following apparel on the school's grounds and are subject to confiscation:**
  - Spandex material pants or skirts
  - Hats, bandanas or scullys at any time (Spirit day participation is the exception)
  - Metal cleats on shoes
  - Thongs, clogs, sandals, flip-flops, Crocs, croc-style shoes, or other shoes without back straps
  - Written messages, pictures, or symbols on clothing which portray ideas which are inimical to the health, safety and welfare of students, e.g., messages which relate to drugs, smoking, alcohol, sex and profanity
  - Clothes with metal studs, chains, ornaments, or other objects, which can scratch furniture, damage property, or cause bodily harm
  - Halter tops, tube tops, tank tops, see-through blouses without a camisole or whole slip, bare backs, bare midriffs, sleeveless undershirts, or shirt
  - Overalls, sweat pants, biker shorts, or short shorts
  - Short dresses or short skirts
  - Denim or jean pants

Every item cannot be addressed in this document. All other types of clothing, e.g., dress lengths and short lengths, will be considered on an individual basis. Administrative discretion will determine acceptability. **Violation of the dress code will result in disciplinary action.**

Please be advised that persons on the premises are subject to be searched for weapons by metal detector.

### **LOST AND FOUND**

Lost and found items are taken to the Attendance Office daily. Any student who loses a personal item should go to the Attendance Office to claim it. Students who find a lost item are encouraged to turn it in to the Attendance Office.

## THE IB LEARNER PROFILE

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

**As IB learners we strive to be:**

|                      |  |
|----------------------|--|
| <b>Inquirers</b>     | We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.   |
| <b>Knowledgeable</b> | We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.   |
| <b>Thinkers</b>      | We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.   |
| <b>Communicators</b> | We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.   |
| <b>Principled</b>    | We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.                                       |
| <b>Open-minded</b>   | We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.                                      |
| <b>Caring</b>        | We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.  |
| <b>Risk-takers</b>   | We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.                             |
| <b>Balanced</b>      | We understand the importance of balancing different aspects of our lives-intellectual, physical, and emotional-to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live. |
| <b>Reflective</b>    | We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.   |

**The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
MEDIA RELEASE PARENTAL CONSENT FORM**

\_\_\_\_\_  
Date

Dear Parent/Guardian:

Please be advised that during the year your child may be photographed, videotaped or interviewed at various school sponsored events. With your consent, the photograph, video or interview may be reproduced and released for use by the media, i.e., newspapers, brochures, videos, television, and through the internet.

Please indicate your preference below.

|  |                       |
|--|-----------------------|
| _____<br>Student's Name  | _____<br>Student's ID |
| <p>_____ YES    My child's photograph/video/interview <b>MAY</b> be reproduced and release for use by the media.</p> <p>_____ NO    My child's photograph/video/interview <b>MAY NOT</b> be reproduced and release for use by the media.</p> |                       |
| _____<br>Parent/Guardian's Signature   | _____<br>Date         |

**Return this signed form to your homeroom teacher along with all other consent and acknowledgement forms.**

**Please read, sign, and turn in to your teacher.**

**Miami-Dade County Public Schools**  
**Personally Owned Computing/Network Device Acceptance of Responsibility and**  
**Device Use Agreement**  
**Permission Form**

I \_\_\_\_\_ (Name of parent or guardian), agree to let \_\_\_\_\_ (Name of student) bring their personally owned computing device for instructional use in **Ponce de Leon Middle School**. I understand that the student named above will be permitted to use their personally owned device, subject to the conditions of this document.

I understand that if I agree to allow my student to use their own device that **Miami-Dade County Public Schools (M-DCPS)** or **Ponce de Leon Middle School** is not responsible for any device or data loss, theft, infection, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that M-DCPS Staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

M-DCPS uses technological measures such as filtering to promote internet safety. Filtering limits students' ability to access harmful internet sites from any device connected to the M-DCPS network, but only when this equipment is used in school on the M-DCPS network. Access through cellular networks does not provide the same measures of filtering. Students should only use the M-DCPS network (not private cellular service) for internet access while on M-DCPS property.

I have verified my student is aware that all aspects of Board Policy 5500 - Student Code and Discipline, Board Policy 7540.03 - Student Network and Internet Acceptable Use and Safety, and District Codes of Student Conduct, and Board Policy 5517.01 prevents cyber-bullying apply to the use and care of their personal device while on M-DCPS property or while involved in any M-DCPS sponsored event/activity. I am responsible for ensuring the device uses security applications to protect the devices from infection and prevent spreading infections from the devices.

I understand that the purpose of allowing my student to use their own device is to participate in teacher approved activities in support of the M-DCPS curriculum. Uses of these devices for unrelated activities beyond or outside the M-DCPS educational program are prohibited.

**Parent or Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Acceptance**

I agree to adhere to the AUP guidelines presented in the *Student Rights and Responsibilities Booklet*. I will utilize the device(s) for instructional purposes only while at any M-DCPS school or on the M-DCPS network.

**Student Signature** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please read, sign, and turn in to your teacher.**



**PONCE DE LEON MIDDLE SCHOOL  
PARENT/STUDENT AGREEMENT  
2016-2017**

**STUDENT'S NAME:** \_\_\_\_\_

**ID#:** \_\_\_\_\_

**HOMEROOM TEACHER:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

**PARENTAL COMMITMENT**

Please **initial and sign** below that you have read our student planner, discussed it with your child, and understand the rules and regulations at Ponce de Leon Middle School.

\_\_\_\_\_ My child has received a 2016-2017 student planner.

\_\_\_\_\_ I have reviewed and read the rules and regulations outlined in the student planner, and I am aware of the consequences should my child commit any violation of the procedures during the school year.

\_\_\_\_\_ I have read and reviewed the Attendance Policy and understand all of its requirements.

\_\_\_\_\_  
**PARENT/GUARDIAN SIGNATURE**

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**STUDENT COMMITMENT**

Please **initial and sign** below that you have read our student planner, discussed it with your parent(s), and understand the rules and regulations at Ponce de Leon Middle School.

\_\_\_\_\_ I have received a 2016-2017 student planner.

\_\_\_\_\_ I have reviewed and read the rules and regulations outlined in the student planner, and I am aware of the consequences should I commit any violation of the procedures during the school year.

\_\_\_\_\_ I have read and reviewed the Attendance Policy and understand all of its requirements.

\_\_\_\_\_  
**STUDENT SIGNATURE**

**Please read, sign, and turn in to your teacher.**

**PONCE DE LEON MIDDLE SCHOOL  
USE OF COMPUTERS AND THE INTERNET POLICY**

Ponce de Leon Middle School is pleased to offer our students access to the internet via the M-DCPS computer network. To access the Internet at school, all students must agree to our school district's acceptable use policy available on the district Web Site: [http://www2.dadeschools.net/technology/Acceptable\\_Use\\_Policy.htm](http://www2.dadeschools.net/technology/Acceptable_Use_Policy.htm) and verified by the signatures on the form below. Access to the Internet in school as a tool for learning will be automatic. Parents should be advised that they may indicate that they do not want their child to access the Internet at school. Should a parent or legal guardian prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

**Student Guidelines for Internet Use**

Network access is a privilege. Each student must agree to the following set of rules in order to use the Internet. If these rules are violated in any manner, student access will be terminated and disciplinary actions may follow. Remember, students must act responsibly when using the internet.

In the classroom the Internet will be used as an educational tool. Both the teachers and administrators carefully choose Internet curricula and activities appropriate to each grade level. It is our expectations that parents will provide their children with similar guidance when using the Internet at home.

**Internet Code of Conduct**

**The following set of guidelines also can be used as a student Code of Conduct. Students using the Internet must agree to the following:**

- I will use the Internet to access only educationally relevant materials as requested by my teachers.
- I will not transmit obscene messages or pictures through web pages or e-mail.
- I will not damage computers or alter the computer network in any manner.
- I will not give out my name, address, or phone number to anyone over the Internet.
- I will not use the Internet for commercial purposes.
- I will be polite, not use inappropriate language, not engage in illegal activities, and not use the Internet in such a way as to disrupt others.
- I will not download games, music, or programs onto a school computer unless permitted by an administrator.

Failing to comply with these rules will result in loss of access in addition to other disciplinary or legal actions by the school district.

**Please complete both sections below**

| PERMISSION FOR THE PUBLICATION OF<br>STUDENT WORK/PICTURES  | STUDENT'S ACCEPTANCE<br>OF RULES   |
|---|--|
| <p>Please be advised that during the year your child may be photographed, videotaped or interviewed at various school sponsored events. With your consent, the photograph, video or interview may be reproduced and released for use by the media, i.e., newspapers, brochures, videos, television and through the Internet.</p> <p>_____ My child's photograph/video/interview <b>may</b> be reproduced and released for use by the media.</p> <p>_____ My child's photograph/video/interview <b>may not</b> be reproduced and released for use by the media.</p> <p>Parent Name: _____</p> <p>Parent Signature: _____</p> | <p>As a user of the school computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.</p> <p>Student Name: _____</p> <p>Student Signature: _____</p> <p align="center"><b>As a parent, I understand and accept this policy.</b></p> <p>Parent Signature: _____</p> |

**Please read, sign, and turn in to your teacher.**