

SOUTHWEST MIAMI HIGH SCHOOL

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Miami, FL 33165

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Administration:

Mr. James R. Haj, Principal

Ms. Giovanna Blanco, Assistant Principal

Mr. Juan Carlos Boué, Assistant Principal

Mr. Javier Perez, Assistant Principal



Southwest Miami High School is a public secondary institution committed to providing challenging educational opportunities to a diverse population of learners. Our mission is to serve the community, the state, and the nation by preparing young people to be productive members of society. To this end, we are committed to instilling moral and ethical behavior in our students while nurturing their intellectual and technological development, literacy, and critical thinking skills. Furthermore, we are dedicated to instilling a sense of responsibility and inspiring a strong work ethic within the student body.

HOME OF THE EAGLES

THIS AGENDA BELONGS TO:

NAME: _____ ID# _____

SCHOOL HOURS AND DAILY SCHEDULE

School begins at 7:20 A.M. and ends at 2:20 P.M.

Days with Odd-Numbered Dates

Period 1 (Homeroom)

Period 3

1st Lunch

2nd Lunch

Period 5

Days with Even-Numbered Dates

Period 2 (Homeroom)

Period 4

1st Lunch

2nd Lunch

Period 6

NOTE: With block schedule each class block is considered 2 class periods for attendance and instructional purposes.

NOTE: Daily schedule is subject to change.

CODE OF STUDENT CONDUCT

The primary objective of Miami-Dade County Public Schools is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school environment be free of disruptions, which interfere with teaching and learning activities.

ATTENDANCE

Excused School/Class Absence

Students may receive a **satisfactory** admit for one of the following reasons:

1. Student illness.
2. Medical appointment (doctor's note required) which cannot be made on non-school time (Only actual time of appointment and travel will be considered excused).
3. Observance of a religious holiday or service when it is mandated for all members of the faith that such a holiday or service be observed.
4. School-sponsored events or activities previously approved.
5. Court appearances.
6. Death in the family.
7. Outdoor Suspension.

The following are considered **unexcused** absences:

1. Absences due to vacation, personal services, local non-school events, programs or non-school related sporting activities.
2. Absences due to older students providing day care services for siblings.
3. Absences due to illness of others.
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted).

Any work missed by a student because of an unexcused absence cannot be made up or resubmitted. Students must be present in order to attend an extra-curricular activity.

Class Attendance

Students will be counted in attendance if they are physically present in class, or have been excused by the teacher for a class-related assignment, or have been requested by a member of the school support staff during that period.

Students granted an excused absence have the right to make up all class work within a reasonable length of time, to be determined by the teacher. It is the student's responsibility to request work from his/her teacher upon returning to class.

Student class attendance and academic performance are mutually integrated. In an effort to provide a positive educational program, Southwest Miami High School has implemented the following attendance/tardy procedures:

Absences

- A Student who is absent must bring a note within 48 hours when he/she returns from his/her absence(s). The note is to be presented to the first block teacher who will issue the student an admit. The admit is to be presented by the student to all his/her teachers. The students should keep the admit for future reference.
- After **10 total** absences in a school year, each **student will be required to have** a note from a doctor, hospital, court, or parent must be present to review the absence. Absences will not be excused for any reason when students have excessive days absent.
- A student accumulating ten (10) or more class unexcused absences in an annual or five (5) or more class unexcused absences in a designated semester course will have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.
- Faxes will not be permitted to excuse an absence.

Tardy to School/Class

- **Students are to be in class by 7:20 A.M.** Teachers open their doors to receive students in class by 7:15 A.M. All students will be tardy to school after 7:20 A.M.
- **Refer to the Progressive Discipline Plan on page 9 for the penalties for tardy to school.**
- Lockouts can occur at anytime and will be subject to disciplinary action.
- Students who are tardy to school after 7:20 A.M. should report to a designated area to receive a pass to class.
- Any class time that is missed because of a tardy will be counted as an unexcused absence from that class.

- Excessive days tardy to school will result in administrative action.
- **Students who have a total of six (6) days of suspension and/or 10 or more absences and/or 20 or more days tardy/ excused early will not be allowed to participate in extra-curricular activities.**

Leaving School Early

A student who must leave school early is required to go to the attendance office for a **PERMIT TO LEAVE** and to sign out. A parent or guardian must be contacted and must come in person to pick-up the student. In addition, the parent or guardian must present a picture I.D. If a parent or guardian **cannot be contacted**, the student **will not** be permitted to leave. If the student returns to school the same day after an appointment, he/she must check in with attendance personnel before going to class. The parent may come to school early that day and prearrange a sign out. Students leaving early will be marked absent in all classes missed. *When a student is absent from class because he/she was excused early, he/she will need a note from a doctor, hospital, or court to receive an “excused” absence from the missed class(es).*

It is strongly suggested that all appointments be made for after-school hours on non-school days.

CHANGE OF ADDRESS

Students who have an address change must give the new address and telephone number to the attendance office within five days after changing residence. Two items of proof are required. A lease or deed and an FP&L bill are required as proof of address.

REPORT CARDS

Report cards will be issued at the end of each nine-week period. Interim Progress Reports will be issued halfway through each nine weeks.

INTERPRETATION OF GRADES

A	Outstanding Progress	90 - 100%	A = 4 Points
B	Above Average	80 - 89%	B = 3
C	Average Progress	70 - 79%	C = 2
D	Lowest Acceptable	60 - 69%	D = 1
F	Failure	0 - 59%	F = 0
I	Incomplete	0	I = 0
NC	No Credit	0	NC= 0

DISCIPLINE

Subject to the law, the rules of the State Department of Education and the Miami-Dade County Public Schools, students who disrupt the orderly educational process are subject to disciplinary action. This action may include, but is not limited to, detention, Saturday School, indoor and outdoor suspension, expulsion or other Board approved alternatives.

Detentions

Students given written notification for detentions are responsible for serving the detention by the next two school days. Failure to do so results in the detention being doubled. Unserved administrative detention will result in assignment to Saturday School. Students must bring the detention slip to detention hall. Detentions may be served at 7:00 a.m. in the Adult Education Office and at 2:35 p.m. in the main cafeteria (building 1).

Smoking

Smoking by all persons is prohibited on school grounds. State Law prohibits possession of tobacco products by all minors. **Both smoking and carrying tobacco products are offenses that will result in disciplinary action.**

Graffiti

Those students caught placing graffiti on any school property will be suspended for 10 days and will be responsible for damages. Students who are caught with graffiti paraphernalia (permanent marking pens, white out, paint cans, etc.) **may be given either an alternative to suspension or will be suspended. Students may be recommended to an alternative school.**

DRESS CODE

Southwest Miami High School is a mandatory uniform school as voted by the parents. A sample of our school uniform is on display in the office. Progressive disciplinary actions will be taken for those students who fail to comply with the uniform dress code. Please review the uniform dress code below.

UNIFORM POLICY

Shirts (Boys & Girls)

“Polo” style shirts that are black, white, or purple. Undershirts that are worn must be white, black, purple, or grey.

Pants (Boys & Girls)

Black or Khaki in an appropriate style. Jeans, spandex, and sweat pants are not permitted. Pants must be worn appropriately at the waist. The “dropping” of pants is not permitted.

Skirts/Skorts/Capris /Shorts (Boys & Girls)

No type of skirts, skorts, capris or shorts are permitted to be worn.

Shoes (Boys & Girls)

Closed shoes are mandatory. Slippers, bedroom shoes, and soft sole shoes are not permitted.

Jackets (Boys & Girls)

Students are not permitted to wear anything over their head. **Jackets may not have hoodies.** Students are only permitted to wear Southwest jackets or jackets with solid school colors that do not have hoodies.

SPECIAL NOTES

Clothes must be in the correct size for the student and fit properly. All shirts must be tucked inside the pants at all times. Visible under/outer garments must be in uniform colors. Belts are mandatory. Unless it is a pre-announced “dress down day,” jeans are not permitted. Hats, caps, bandanas, and gang-affiliated clothing or accessories are not permitted. Bookbags should not have any graffiti.

ID BADGES

A student must take a school picture on School Picture Day in order to receive a Southwest Miami High School Student ID card. An ID is mandatory to purchase tickets and/or to attend events.

ELECTRONIC DEVICES

Cellular phones can be used before school and after school. MP3 players, CD players and iPods are only permitted to be used before school and after school. Electronic devices will be confiscated if used during class or during the changing of classes. Parents must retrieve the device from an administrator once it has been confiscated. The school is not responsible for lost or stolen devices.

SKATEBOARDS

Students are not permitted to ride their skateboards on campus. Skateboards will be confiscated. Parents must retrieve the skateboards from an administrator once it has been confiscated. All skateboards must be locked up on the skateboard rack.

SUSPENSION

Saturday school will be used as part of the discipline procedures, as an alternative to suspension.

An assignment to SCSI (indoor suspension) is a permissible absence from class; therefore, assignments completed in SCSI will be accepted by the teacher for a grade. It is the student's responsibility to complete the work that is assigned, during a period of suspension, within the time allotted.

Students assigned outdoor suspension will receive a permissible absence from school. The parent may request the work with the guidance secretary. It is the student's responsibility to complete the work that is assigned, during the period of suspension, within the time allotted. Those students on outdoor suspension may not come onto school grounds or attend any school function (i.e. Dance, Sporting Event, etc.). Students who attend a school function are subject to disciplinary action, even if the event is off school grounds or after school hours.

ALL STUDENTS INVOLVED IN FIGHTS WILL RECEIVE A 10-DAY OUTDOOR SUSPENSION

GENERAL DISCIPLINE POLICIES CUTTING CLASS, SMOKING, UNSERVED DETENTIONS, DISRUPTIONS, DEFIANCE, OTHER

<u>Offense Number</u>	<u>Outcome</u>
1st	Saturday School
2nd	2 days SCSI
3rd	2 days SCSI
4th	3 days OUTDOOR
5th	5 days OUTDOOR
6th	10 days OUTDOOR
7th	10 days OUTDOOR/Recommendation to Opportunity School

UNIFORM/ DRESS CODE VIOLATIONS

<u>Offense Number</u>	<u>Outcome</u>
1st	Warning/ Exclusion from class
2nd	Saturday School/ Exclusion from class
3rd	Saturday School/ Exclusion from class
4th	Saturday School/ Exclusion from class
5th	2 days SCSI
6th	2 days SCSI
7th	3 days OUTDOOR
8th	5 days OUTDOOR
9th	10 days OUTDOOR
10th	10 days OUTDOOR/Recommendation to Opportunity School

Excessive Uniform Violations will result in the termination of extra-curricular activities.

TARDY TO CLASS

Each tardy to class One detention

Excessive tardy to class will result in additional disciplinary action.

TARDY TO SCHOOL (Per Nine Weeks)

<u>Offense Number</u>	<u>Outcome</u>
1 st 2 nd 3 rd	Report to designated area for a pass without penalty
4 th or 5 th	One detention
6 th and 7 th	Saturday School
8 th and 9 th	Two (2) days SCSI
10 or more	OUTDOOR (3, 5, or 10 days)

Students who have a total of six (6) days of suspension and/or 10 or more absences and/or 20 or more days tardy/ excused early will not be allowed to participate in extra-curricular activities.

The plan of action taken for all other violations will be in accordance to the Miami-Dade County Public Schools Code of Student Conduct.

WEAPONS POLICY

No student shall bring onto any school property or have in his/her possession, or in his/her car, locker, or bookbag, any firearm, knife or pocket knife of any size, razorblade, box cutter, weapon or destructive device. Students may be subjected to Random Metal Detection Searches.

Any student in violation of this rule shall be subjected to a 10-day outdoor suspension with recommendation for expulsion.

Based on reasonable suspicion, a student (as well as their locker, automobile, and backpack) may be searched by a school administrator.

VISITORS

Students are not permitted to bring visitors to school during the regular school hours, and visitors are not permitted to ride Miami-Dade County Public School buses.

GRADUATION REQUIREMENTS

There are three graduation options:

- The traditional 24 Credit Program
- The three-year College Preparatory Program
- The three-year Career Preparatory Program

Students seeking a standard diploma must maintain at least a 2.0 grade point average, complete a minimum of 20 community service hours, and pass the Reading and Math sections of the FCAT. Additional information regarding graduation requirements may be obtained through the Student Services Department.

PARENT PORTAL

Parents requesting a Parent Portal account must visit the Student Services Department to obtain a Parent PIN number which will be required to create an account to access the Parent Portal.

STUDENT SERVICES DEPARTMENT

The Student Services Department is located in the Main office of the Main building. Students and parents must make appointments to see a counselor.

First initial of Student's last name

A, B, C, D
D, F, G, H, I, J, K, L
R, S, T, U, V, W, X, Y, Z
M, N, O, P, Q
ESOL
CAP Advisor
TRUST Counselor
Student Support Specialist
Nurse Practitioner
L. P. N

Counselor

Ms. Chacon-Ortega
Ms. Goicoechea
Ms. Hevia-Perez
Ms. Carballo-McBath
Ms. Fleri
Ms. Cuevas
Ms. Fletcher
Ms. Iglesias
Ms. Harrah
Ms. Herran

*Counselor letter distribution may be subject to change.

HALL PASSES

Students are not permitted in the halls at any time during class periods without a hall pass. The hall pass must include the student's name, date, time, purpose, and teacher's signature. Students who are caught in the hallway without a pass will be placed in SCSJ for the remainder of the class period/day.

BUS TRANSPORTED STUDENTS

The bus driver has absolute jurisdiction over all students on the bus.

1. Students must remain seated at all times while the bus is in motion.
2. Students must keep all parts of the body inside the window.
3. Students must understand that the bus driver has the right to assign seats.
4. Students must be quiet.
5. The bus cannot wait for students who are late.
6. In the afternoon, students have seven (7) minutes to get to the bus.
7. Students will not be permitted to consume food, drinks, candy, or gum while on the bus.

Students who do not comply with the above rules may be prohibited from riding the bus for up to 10 days per incident.

EXCLUSION FROM CLASS

By school board policy, a teacher may exclude a seriously disruptive student from his/her class. In the event of exclusion, the teacher must arrange a follow-up conference with the parent(s) or guardian(s). Exclusions from class are unsatisfactory absences. Exclusions may not exceed 10 hours of class time.

ATHLETICS AND ACTIVITIES

Southwest Athletics and Activities welcome you and your family to the best high school in Miami-Dade County. During your time here, we encourage you to become an active member of our school community. Sports and other extracurricular activities will provide you with great experiences and with your best memories of high school life.

Physical Examinations

Every student athlete must have a physical examination prior to any participation in athletics. Physical examinations will be given free of charge to students on designated days. Student athletes must be accompanied by a parent or guardian because the physical forms must be notarized. For your convenience, a Notary Public will be present to perform this service free of charge.

Insurance

All students taking part in the interscholastic athletic program must participate in a Board-approved insurance program for that sport. Purchase of School Board-approved insurance is required prior to participation in the fall football program, spring football program, and all other interscholastic sports programs. Benefits under this insurance program are secondary to benefits covered under any other hospital-medical-surgical coverage that you may have purchased.

Birth Certificates

All first-time athletes and freshmen must show their original birth certificates to the Athletics Office as proof of age before they can be made eligible to compete. This is a state requirement. On the day of the physicals, please bring this document with you. If you are not a US citizen and do not have a birth certificate, you may bring your passport. If you are an American citizen, we can only accept your original birth certificate or a certified hospital record. We cannot accept baptismal certificates or a driver's license as proof of age.

Academic Requirements

2010-2011 School Year

All athletes must maintain a minimum cumulative 2.0 grade point average on a 4.0 scale and must be in compliance with attendance policies in order to participate. In addition, all athletes must adhere to all requirements set by the Florida High School Activities Association and Miami-Dade County Public Schools.

Transfer and Magnet Students

Students who are attending Southwest Miami High School for the first year on any type of transfer or through the magnet program may not participate in the Varsity or Junior Varsity level.

Any transfer or magnet student must receive clearance from the Athletic Director to determine his/ her eligibility. An exception would be 9th grade students who registered with Southwest on or after the official start date of that sport season before he/she attends classes at another school.

SPORTS OFFERED AT SOUTHWEST

Badminton	Soccer Varsity
Baseball J.V.	Softball J.V.
Baseball Varsity	Softball Varsity
Basketball J.V.	Swimming
Basketball Varsity	Track and Field
Bowling	Tennis
Cross Country	Volleyball J.V.
Football J.V.	Volleyball Varsity
Football Varsity	Water Polo
Soccer J.V.	Wrestling J.V.
	Wrestling Varsity

ACTIVITIES

All students are encouraged to participate in one or more school activities. Listed below are the clubs and organizations available. Students must maintain at least a 2.0 grade point average and must be in compliance with attendance requirements in order to participate in extracurricular activities.

Art Honor Society	Future Educators of America
Band	Italian International
Best Buddies	MAC
Business Honor Society	Model United Nations
CECF	Mu Alpha Theta
Cheerleading Varsity & Junior Varsity	National Honor Society
Chess Club	Phi Beta Chi
Colorguard/Winterguard	Portuguese/Brazilian Club
Da Vinci Society	Quill & Scroll
DECA	SECME
DFYIT	Social Studies Honor Society
Eco Club	Spanish club
Equal Access	S.A.D.D.
English Honor Society	Sports Medicine
FBLA	Student Council
Foreign Languages Honor Society	Thespians
	Tri-M Honor Society
	Video Club

PARKING

Parking decals may be purchased from the Student Activities Director. A limited number of decals will be issued to seniors. Students are not allowed to park their cars or trucks in any area designated staff or teacher parking. Disciplinary action will result for students who park in an unauthorized location.

Seniors will be given first choice during a limited time during the first few weeks of the school year. Juniors will have second choice of available decals. The decals must be hung on the rearview mirror of the vehicle. Any known violation of parking regulations will result in the decal being revoked. Miami-Dade County Public Schools or Southwest Miami High School are not responsible for vandalism, theft, or damages to cars. Student parking on school grounds is permitted in the student parking area ONLY. Students MAY NOT park in the other fenced lots. Students parking around the perimeter of the school should have a decal.

Students are not permitted in the faculty/staff parking lot at any time.

Students may not use the faculty/staff parking lots as a walkway, picnic area, or for any other activity without administrative clearance.

LOCKERS

If available, new hall locks will be sold for \$3.50 in the Activities Office.

TEXTBOOKS

Each student is issued a textbook for each class. It is the student's responsibility to return the books at the end of the courses or pay for them, at replacement cost. **Students who deface textbooks in any manner will be charged full replacement value of the book.** Students will not be allowed to participate in extracurricular activities or graduation ceremonies until all financial obligations are met.

Alma Mater

Alma Mater stand forever;
Alma Mater stand for aye.
Alma Mater falter never
'Neath the southern sky.

Keep the Southwest Eagles flying;
Wave the royal banner high.
Stand together brave and true.
Stand for Southwest High.