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Telephone Use................................................
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Work Hours....................................................
The School Board of Miami-Dade County, Florida

1450 N.E. Second Avenue
Miami, Florida 33132
(305) 995-1334

School Board Members

Ms. Perla Tabares Hantman  Chair
Dr. Martin Karp       Vice-Chair
Dr. Dorothy Bendross-Mindingall
   Mr. Carlos L. Curbelo
Dr. Wilbert “Tee” Holloway
   Dr. Marta Perez
Ms. Raquel A. Regalado
   Ms. Susie V. Castillo
Dr. Lawerence S. Feldman

Superintendent of Schools

Alberto Carvalho

School Board Website

http://www2.dadeschools.net/schoolboard/

Sunset Feeder Schools

Calusa Elementary
Kendale Lakes Elementary
Claude Pepper Elementary
   Winston Park K-8
Herbert Ammons Middle
Vision and Mission Statements

The Vision of Miami Sunset Senior High School states that students will acquire the knowledge to function effectively in today’s society by graduating with a specific career plan.

The Mission of Miami Sunset Senior High School is to provide students with a personalized learning environment, academic rigor, and necessary skills to prepare them for challenging rewarding careers in a global economy.

Administrative Staff

Principal

Dr. Lucia Cox

Assistant Principals

Alina Caballero, Assistant Principal for Curriculum
LeRon Cook, Assistant Principal
Melissa Garcia, Assistant Principal
<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Extension</th>
<th>Room</th>
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<tbody>
<tr>
<td>Maria Valdes-Recio</td>
<td>A &amp; D-H</td>
<td>2227</td>
<td>32</td>
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<tr>
<td>Rex Perozo</td>
<td>C &amp; I-O</td>
<td>2215</td>
<td>24</td>
</tr>
<tr>
<td>Daphne Bidot</td>
<td>P-S</td>
<td>2217</td>
<td>25</td>
</tr>
<tr>
<td>Monica Cuenca</td>
<td>B &amp; T-Z</td>
<td>2228</td>
<td>33</td>
</tr>
</tbody>
</table>
# Miami Sunset Senior High School
**2013-2014 Tentative Testing Calendar**

<table>
<thead>
<tr>
<th>August 2013</th>
<th>September 2013</th>
<th>October 2013</th>
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<tbody>
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<table>
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<tr>
<td>25 26 27 28 29</td>
<td>23 24 25 26 27</td>
<td>27 28 29 30 31</td>
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<table>
<thead>
<tr>
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<th>April 2014</th>
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<td>21 22 23 24 25</td>
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<td></td>
<td>31</td>
<td>28 29 30 31</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>May 2014</th>
<th>June 2014</th>
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<tbody>
<tr>
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<td>19 20 21 22 23</td>
<td>23 24 25 26 27</td>
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<tr>
<td>26 27 28 29 30</td>
<td>30</td>
</tr>
</tbody>
</table>

**Notes:**
- February 3-28 PERT
- May 1 - 21 International Baccalaureate Exams
- May 5 - 16 Advanced Placement Exams

### COLLEGE ENTRANCE EXAMINATIONS
NATIONALLY OFFERED FOR INTERESTED, REGISTERED STUDENTS

<table>
<thead>
<tr>
<th>Anticipated SAT and SAT Subject Test Dates*</th>
<th>ACT Test Dates</th>
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<tbody>
<tr>
<td>October 5, 2013</td>
<td>September 21, 2013</td>
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<td>October 26, 2013</td>
</tr>
<tr>
<td>December 7, 2013</td>
<td>December 14, 2013</td>
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<tr>
<td>January 25, 2014</td>
<td>February 8, 2014</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Activities Director</td>
<td>Rachel Horowitz</td>
</tr>
<tr>
<td>Athletics Director</td>
<td>Moises Rivera</td>
</tr>
</tbody>
</table>
| Grade book Managers                         | Jeff Capparelli  
|                                               | Debbie Fries    
|                                               | Olga Malkin     |
| Assistant Athletics Director                 | Nick Ceserano   |
| Athletics Business Manager                   | Cindy Lopez     |
| Athletic Trainer                             | Erin Scoggins   |
| Assistant Athletic Trainer                   | Olga Malkin     |
| Computer Specialist                          | Miguel Reyes    |
| CSI Coordinator                              | Camilo Gaitan   |
| ESE Program Specialist                       | Christina Werner|
| Department Head, ESE                         | Rebecca Gonzalez|
| Department Head, Language Arts               | Raquel Jelensky |
| Department Head, Mathematics                 | Sally Sanchez   |
| Department Head, Performing Arts             | Mario Smith     |
| Department Head, Physical Education          | Moises Rivera   |
| Department Head, Science                     | Elissa Guillo   |
| Department Head, Social Studies              | Michelle Martinez|
| Department Head, Student Services            | Monica Cuenca   |
| Department Head, Vocational Co-op            | Terrance Williams|
| EESAC Chairperson                            | Betty Amadeo    |
| Food Service Director                        | Michelle Biscoito|
| Head Custodian                               | Greg Nisbeth    |
| Medical Magnet                               | Olga Malkin     |
| Principal’s Secretary/Payroll Clerk          | Maria Lourdes Castedo |
| Substitute Locator                           | Elizabeth Altare|
| Purchasing Agent                             | Patty McMillan  |
| Registrar /Asst. Registrar                   | Liza Meza /Sonia Fernandez |
| School Resource Officer                      | Officer Cohen   |
| School Resource Specialist                   | Gregg Tekerman  |
| Test Chairperson                             | Ray Munoz       |
| Treasurer                                    | Lourdes Gomez   |
| UTD Steward                                  | Bruce Kozlowski |
| Zone Mechanic                                | Josh Kaufmann   |
**MIAMI SUNSET SENIOR HIGH**

**DAILY SCHEDULE**

2013-2014

<table>
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<tr>
<th>Time</th>
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<tr>
<td>7:10 &amp; 7:15</td>
<td>Warning Bells</td>
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<tr>
<td>7:20 – 8:20</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:25 – 9:25</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:30 – 10:30</td>
<td>Period 3</td>
</tr>
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<td>10:35 – 12:10</td>
<td>Period 4</td>
</tr>
<tr>
<td>10:35 – 11:05</td>
<td>1st lunch</td>
</tr>
<tr>
<td>11:05 – 11:35</td>
<td>2nd lunch</td>
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<tr>
<td>11:40 – 12:10</td>
<td>3rd lunch</td>
</tr>
<tr>
<td>12:15 – 1:15</td>
<td>Period 5</td>
</tr>
<tr>
<td>1:20 – 2:20</td>
<td>Period 6</td>
</tr>
</tbody>
</table>
### April 9 – 12
**Stanford Achievement Test, Tenth Edition**
*Reading and Mathematics*

**SAT-10** Grades K-2 District
April 15 – 30 **Florida Comprehensive Assessment Test 2.0 (FCAT 2.0)** Federal and State
*Reading* Grades 3-10
*Mathematics* Grades 3 - 8
**Science** Grades 5 and 8
**Florida End-of-Course Assessment** *EOC* Grades 6-12, enrolled students
State

### April 22 – 26
US History

### April 29 – May 3
**Biology 1**

### May 6 – 10
**Algebra 1**

### May 13 – 17
**Geometry**

### May 20 – 24
Civics (Field Test) Grades 6 – 8, selected schools

### May 28-31
Make-up Only: US History, Biology 1, Algebra 1, and **Geometry**

**EOC** Grades 6-12, enrolled students
State

### May 22 – June 5
Alternative Standardized Reading Assessment (ASRA)
Grade 3, selected students
State

### Miami-Dade County Public Schools
**2012 - 2013 Testing Calendar, Grades PreK-12**

**Tentative: August 3, 2012**

**May 22 – June 5**
Alternative Standardized Reading Assessment (ASRA)
Grade 3, selected students
State

### TESTS GIVEN ON AN AS-NEEDED BASIS

**Description Abbreviation Participants Reason for Test**

**Aprenda La Prueba de los Logros en Español Segunda Edición**
Placement decision for Gifted Program, Spanish-speaking ELLs

**APRENDA** Grades K-12, eligible ELLs
State

**The Iowa Tests (Iowa Tests of Basic Skills and Iowa Tests of Educational Development)**
Placement decisions for Gifted Program
Exit ESOL Program (six semesters or more)

**ITBS/ITED**
Grades K-12, eligible students
Grades 2-12, selected students
Federal and State

**Miami-Dade County Oral Language Proficiency Scale Revised**
Placement decisions for ESOL
Exit ESOL Program- Second Instrument Needed

**M-DOLPS-R** Grade K, eligible students

---
Federal and
State
On-line Comprehensive English Language Learning Assessment
Placement decisions for ESOL
Extension of services for ESOL Program
On-line CELLA Grades 1-12,
eligible students
Federal and
State

COLLEGE ENTRANCE EXAMINATIONS
NATIONALLY OFFERED FOR INTERESTED, REGISTERED STUDENTS
Anticipated SAT and SAT Subject Test Dates* ACT Test Dates
October 6, 2012 March 9, 2013 (SAT Only) September 8, 2012 April 13, 2013
December 1, 2012 June 1, 2013 December 8, 2012
January 26, 2013 February 9, 2013
*SAT Sunday administrations usually occur the day after each Saturday test date for students who cannot test on Saturday due to religious observance.
Notes:
*The Grades 6, 7, 9 and 10 FCAT 2.0 Reading, Grade 5 FCAT 2.0 Mathematics, FCAT 2.0 Reading Retake, FCAT Mathematics Retake, and all E
MIAMI SUNSET SENIOR HIGH
FACULTY MEETING DATES 2013-2014

SEPTEMBER 10, 2013
SEPTEMBER 24, 2013

OCTOBER 8, 2013
OCTOBER 22, 2013

NOVEMBER 5, 2013
NOVEMBER 19, 2013

DECEMBER 10, 2013

JANUARY 14, 2014
JANUARY 28, 2014

FEBRUARY 4, 2014
FEBRUARY 18, 2014

MARCH 4, 2014
MARCH 18, 2014

APRIL 8, 2014
APRIL 22, 2014

MAY 13, 2014
MAY 27, 2014
M-DCPS Non-Discrimination & Harassment

DISCRIMINATION/HARASSMENT: COMPLAINT PROCEDURES FOR EMPLOYEES 6Gx13-4A-1.32
PROCEDURES FOR ASSURANCE OF COMPLIANCE WITH FEDERAL/STATE REGULATIONS/SCHOOL BOARD POLICIES OF NONDISCRIMINATION/HARASSMENT IN EMPLOYMENT

I. Purpose

The School Board of Miami-Dade County, Florida, has established procedures to assure nondiscrimination in employment, and the elimination of harassment, including sexual harassment. It is the policy of the School Board that all employees will be treated with respect. Hostile treatment or violence against an employee because of his/her gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy or disability, will not be tolerated.

It is recognized that discrimination or harassment complaints by employees may arise from actual or perceived situations and circumstances related to the prohibition of discrimination. It is the intent of these procedures to assure that discrimination or harassment complaints are resolved in an expeditious, orderly, and equitable manner that serves to fulfill the letter and intent of the regulations. All administrators and principals are required to make a conscientious effort to fully consider and understand the nature and basis of the discrimination or harassment complaint by an employee and resolve it without delay. The initiation of a discrimination or harassment complaint by an employee will not be used as a basis for actions that adversely affect the employee’s standing in his/her work location. Additionally, participation in or assistance in the investigation of a complaint is not to be used as the basis for an adverse employment action on an employee.

Discrimination or harassment complaints made under the provisions of this rule will be handled using federal enforcement agencies’ standards in the investigation of discrimination/harassment charges and without extraneous administrative barriers. A record will be maintained of each discrimination or harassment complaint investigation to include the final disposition of each.

II. Procedure for Filing Complaints

A School Board employee who has a reasonable and good-faith belief that he/she has been the subject of discrimination or harassment because of his/her gender, race, color, religion, ethnic or national origin, political beliefs marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability, shall communicate in writing the allegation(s) to his/her principal or supervising administrator. The principal of administrator will be responsible for scheduling a meeting to discuss the complaint. In the event the complaint involves the employee’s principal or supervising administrator, the employee may go directly to the next level of administration, such as an Assistant/Associate/Region/Deputy Superintendent. If the employee does not feel comfortable discussing his/her complaint at his/her work location, the employee may file the complaint with the next administrative level.

If, in the opinion of the employee, the complaint is not resolved after discussion with the principal or supervising administrator, or cannot be resolved at that level, the employee may appeal at the next level of administration, i.e., Assistant/Associate/Region/Deputy Superintendent.
If the complaint is not satisfactorily resolved at the second level of administration, as determined by the employee, he/she may file a complaint with the School Board’s Equal Educational and Employment Opportunity (EEEO) office regarding the discriminatory or harassing action(s) or inaction(s), the basis (e.g., age, race, disability, etc.) for the action(s) or inaction(s), the alleged offender(s), witnesses, etc. Due to the sensitive nature of sexual harassment complaints, employees may file such a complaint directly with the School Board’s EEOO office.

III. Appeals

If the employee does not agree with the final determination made by the School Board’s EEEO office, he/she may appeal the determination to the Superintendent’s designee to hear such appeals.

IV. Special Provisions

A. Failure on the part of the employee to initiate and/or follow-up on a complaint in a timely manner matter may result in the complaint being considered abandoned. A complaint must be filed within 300 days of the alleged discriminatory act(s).

B. Failure by a principal or appropriate administrator to respond to a complaint will automatically allow the complaint to move to the next level of administration.

C. In general, School Board employees are obligated to perform their duties, as directed, while complaints are pending resolution.

D. Records of an ongoing investigation shall remain confidential and not subject to disclosure pursuant to Chapter 119, Florida Statutes, until a final determination is made on the case.

E. Suspensions, dismissals, and reductions in pay grade are not subject to federal/state regulations in the absence of discrimination.

Specific Authority: 230.22(2); 230.23(17) F.S.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
New: 6-4-86 Amended: 9-17-86; 3-4-92; 6-8-94; 8-25-99
THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
ADHERES TO A POLICY OF NONDISCRIMINATION IN THE EDUCATIONAL AND WORK
ENVIRONMENT.

DISCRIMINATION/HARASSMENT

It is the policy of the School Board that all students and employees be treated with respect. The School Board affirmatively strives to provide a workplace and educational environment free from discrimination and harassment (including sexual harassment), as required by law. Through this policy, the School Board establishes its intent to provide equal access, opportunity, and treatment to students in the provision of educational programs and activities and to applicants and employees in all aspects of employment. Slurs, innuendos, hostile treatment, violence, or other verbal or physical conduct against a student or employee reflecting on his/her race, ethnic or national origin, gender, or any other of the categories described below, will NOT be tolerated by the School Board.

The School Board Policy Covers the Following Protected Categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.</td>
</tr>
<tr>
<td>National Origin</td>
<td>This category prevents denial of employment and/or educational opportunities because of a person's ancestors' place of origin; or because an individual has the physical, cultural or linguistic characteristics of a particular group.</td>
</tr>
<tr>
<td>Age</td>
<td>This category prevents denial of employment and/or educational opportunities because of a person's age.</td>
</tr>
<tr>
<td>Color</td>
<td>This category prevents denial of employment and/or educational opportunities because of a person's skin tone. Color discrimination can occur within the same race; for example someone who has a darker complexion may discriminate against someone that has a lighter complexion.</td>
</tr>
<tr>
<td>Religion</td>
<td>This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs/practices.</td>
</tr>
<tr>
<td>Disability</td>
<td>This category prevents denial of equal employment and/or educational opportunities because a person has, or is perceived to have, a permanent impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.</td>
</tr>
<tr>
<td>Pregnancy</td>
<td>This category prevents denial of employment and/or educational opportunities for women who are pregnant.</td>
</tr>
<tr>
<td>Marital Status</td>
<td>This category prevents denial of equal employment and/or educational opportunities because a person's marital status; i.e., single, married, widowed, or divorced.</td>
</tr>
<tr>
<td>Race</td>
<td>This category prevents denial of employment and/or educational opportunities because of a person's race. The five federally recognized racial categories are American Indian or Alaska Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, and White. Persons from mixed racial backgrounds do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a different race other than their own.</td>
</tr>
</tbody>
</table>
Linguistic Preference - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.

Sexual Orientation - This category prevents denial of equal employment and/or educational opportunities because of a person's sexual preference, i.e., heterosexual, homosexual, and/or bi-sexual.

Social and Family Background - This category prevents denial of employment and/or educational opportunities because of a person's socio-economic, family, and/or educational background.

Political Beliefs - This category prevents denial of employment and/or educational opportunities because of a person's support and/or affiliation or lack thereof with a particular political party.

Sexual Harassment will Not be tolerated.

Sexual Harassment includes:
Unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature.

When:
Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or participation in an educational program; submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment. Unwelcome verbal or physical sexual conduct must be either severe or pervasive.

RETAIATION AGAINST A STUDENT OR EMPLOYEE WHO FILES A COMPLAINT IS PROHIBITED BY LAW

Retaliation occurs when an employee takes an adverse action against an employee because he or she engaged in a protected activity, such as complaining about discrimination or threatening to file a charge of discrimination. An employee cannot file a complaint of retaliation if he/she has not previously complained about discrimination, or has not threatened to file a complaint based upon any of the protected categories.

If any student, employee, or applicant would like more information about how to file a complaint of discrimination/harassment they should contact their parent, guardian, appropriate school system administrator or:

Office of Civil Rights Compliance
1500 Biscayne Blvd. Suite 234
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net
Website: crc.dadeschools.net
THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, ADHERES TO A POLICY OF NONDISCRIMINATION IN THE EDUCATIONAL AND WORK ENVIRONMENTS.

It is the policy of the School Board, that all students and employees be treated with respect. The School Board strives affirmatively to provide a workplace and educational environment free from discrimination and harassment (including sexual harassment), as required by law. Through this policy, the School Board establishes its intent to provide equal access, opportunity, and treatment to students in the provisions of educational programs and activities and to applicants and employees in all aspects of employment. Slurs, innuendos, hostile treatment, violence, or other verbal or physical conduct against a student or any other of the categories described below, will NOT be tolerated by the School Board.

The School Board Policy covers the following protected categories:

- Gender
- Marital Status
- Race
- Linguistic Preference
- Color
- Sexual Orientation
- Religion
- Ethnic or National Origin
- Age
- Disability
- Social and Family Backgrounds
- Pregnancy
- Political Beliefs

Sexual Harassment will NOT be tolerated. Sexual Harassment includes:
- Unwelcome sexual advances'
- request for sexual favors;
- and other verbal or physical conduct of a sexual nature.

When:
- submission to such conduct is made—either explicitly or implicitly – a term or condition of employment or participation in an educational program;
- submission to or rejection of such conduct by an individual is used as the basis form employment or educational decisions affecting such individual;
- or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance
- or creating an intimidating, hostile, or offensive working or educational environment.

RETALIATION AGAINST A STUDENT OR EMPLOYEE WHO FILES A COMPLAINT IS PROHIBITED BY LAW

If any student, employee, or applicant has a complaint of discrimination/harassment that cannot be resolved with the appropriate school system administrator, the complaint may be made to:

Rafael E. Urrutia, District Director
Equal Educational and Employment Opportunity
1500 Biscayne Boulevard, Suite 234
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Staff Absences & Temporary Duty

ABSENCE OF PERSONNEL

All personnel must contact the payroll clerk/substitute locator Ms. Elizabeth Altare, when an absence from school becomes necessary. Notification must be made as soon as possible to secure adequate coverage. If your absence is a pre-arranged one, a leave card must be completed and signed prior to the absence. If your absence is reported through the hotline, an application for leave must be signed immediately upon return.

HOTLINE (305) 385-4347

The hotline has been set up for teachers and staff, and is in service daily until 6:00 a.m. After that time absences can be reported to the substitute locator, Ms. Altare, by calling the school's operating number (305) 385-4255 extension #2298.

Calls requiring substitutes after 6:20 a.m. are difficult to accommodate.

REQUEST FOR TEMPORARY DUTY

Please use the temporary duty form from the website when requesting temporary duty. The completed form with proper documentation should be submitted to Dr. Cox for approval. Ample time should be given to obtain substitute coverage.

Student Accidents, Injuries, & Illnesses

ACCIDENTS/INJURIES/ILLNESSES of STUDENTS

When a classroom teacher or person in charge, believes a student is seriously ill or injured, the following procedure/steps will be taken:

1. Press the emergency call button to notify an administrator and/or security. (If not in a classroom send a reliable student to the office).
2. Do not attempt to move the injured student.
3. Isolate the injured or sick student.
4. An administrator and/or security will move the student to the clinic area (if possible).
5. The teacher in charge must file an accident report, when applicable, with Ms. Morales.
6. The attendance office will notify the parent or other adult listed on the student’s emergency contact information Data Card.

A student who is too ill to remain in class is to report to the “clinic area” located in the Attendance office with a pass from the teacher. She/he will sign the clinic log and office staff, Ms. Morales, will contact the parent/guardian. If the student was in class, he/she should be marked present.
Activities

Activities Office: A student activities office, in room 105, staffed by a director is open daily as posted. Announcements regarding special testing dates, social events, and club news emanate from the Activities Office.

Note: Attendance for special school or class events is determined in part by school attendance and/or conduct and outstanding financial obligations.

Organizations and Class Officers: Miami Sunset High School has a wide variety of interest clubs, honor societies, service clubs and vocational clubs as well as organizations associated with various curricular areas and student government.

MSSH Club Sponsors

<table>
<thead>
<tr>
<th>Activity</th>
<th>Sponsor</th>
<th>Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAND</td>
<td>O’neal, Tyrone</td>
<td>128</td>
</tr>
<tr>
<td>CECF</td>
<td>Williams, Terrance</td>
<td>114</td>
</tr>
<tr>
<td>CHEERLEADING</td>
<td>Davis, Aisha</td>
<td>GYM</td>
</tr>
<tr>
<td>CLASS OF 2014</td>
<td>Horowitz, Rachel</td>
<td>105</td>
</tr>
<tr>
<td>CLASS OF 2015</td>
<td>Martinez, Michelle.</td>
<td>105</td>
</tr>
<tr>
<td>CLASS OF 2016</td>
<td>Perez, Millie</td>
<td>M7</td>
</tr>
<tr>
<td>CLASS OF 2017</td>
<td>Perez, Millie</td>
<td>105</td>
</tr>
<tr>
<td>Sunset Elite Dancers</td>
<td>Davis, Aisha</td>
<td>134</td>
</tr>
<tr>
<td>DECA Chapter</td>
<td>Diaz, Betty</td>
<td></td>
</tr>
<tr>
<td>English Honors Society</td>
<td>Wright, Teresa</td>
<td>215</td>
</tr>
<tr>
<td>FBLA- Future Business</td>
<td>Cohen, Williams</td>
<td></td>
</tr>
<tr>
<td>FEA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gay/Straight/Alliance</td>
<td>Wright, Teresa</td>
<td></td>
</tr>
<tr>
<td>Golden Girls</td>
<td>Messer, Rebecca</td>
<td>studio</td>
</tr>
<tr>
<td>Italian Club</td>
<td>Fusco, Susan</td>
<td>M8</td>
</tr>
<tr>
<td>Key Club</td>
<td>Hernandez, Renatto</td>
<td>351</td>
</tr>
<tr>
<td>Math Honor Society</td>
<td>Hernandez, Miranda</td>
<td>289</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>Fries-Furton, Debbie</td>
<td>364</td>
</tr>
<tr>
<td>Native Tongues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newspaper</td>
<td>Gutierrez, Natalie</td>
<td>227</td>
</tr>
<tr>
<td>Salsa</td>
<td>Canales, Jenaro</td>
<td>AUD</td>
</tr>
<tr>
<td>WTKS (SAVE)</td>
<td>Gutierrez, Natalie</td>
<td>TV</td>
</tr>
<tr>
<td>SECME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Silver Knights</td>
<td>Cohen, William</td>
<td></td>
</tr>
<tr>
<td>Spanish Honors Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Medicine</td>
<td>Malkin, Olga</td>
<td></td>
</tr>
<tr>
<td>Student Government</td>
<td>Horowitz, Rachel</td>
<td>231</td>
</tr>
<tr>
<td>Salsa</td>
<td>O’neal, Tyrone</td>
<td></td>
</tr>
<tr>
<td>Thespians Honor Society</td>
<td>Garcia, Israel</td>
<td>200</td>
</tr>
<tr>
<td>Cyber Knights</td>
<td></td>
<td>262</td>
</tr>
<tr>
<td>Yearbook</td>
<td>Gutierrez, Natalie</td>
<td>227</td>
</tr>
</tbody>
</table>
Miami Sunset offers a complete athletic program comprised of 25 varsity teams and 10 junior varsity teams in 15 different sports. The athletic programs have been recognized as the best overall program in Miami Dade County for the past two years and rank in the top 10 overall athletic programs in the state. Miami Sunset has won FHSAA State Championships in Volleyball, Tennis, Soccer, and Bowling as well as numerous Conference, District, and Regional Championships in most sports. Most importantly, experienced, knowledgeable coaches who stress the human values of athletic competition beyond the win and loss columns conduct the programs. The success of the athletic program is a tribute to the hard work and dedication of the Sunset coaches and student athletes.

**Athletics**

<table>
<thead>
<tr>
<th>Athletic Director</th>
<th>Moises Rivera</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asst. Athletic Director</td>
<td>Nick Ceserano</td>
</tr>
<tr>
<td>Athletic Business Manager</td>
<td>Cindy Lopez</td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td>Erin Scoggins</td>
</tr>
<tr>
<td>Asst. Athletic Trainer</td>
<td>Olga Malkin</td>
</tr>
</tbody>
</table>

**FALL SPORTS (BEGIN IN AUGUST)**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Coaches</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOWLING (B &amp; G)</td>
<td>Sally Sanchez/Omar Torres</td>
</tr>
<tr>
<td>CHEERLEADING*</td>
<td>Aisha Davis</td>
</tr>
<tr>
<td>FOOTBALL</td>
<td>Joseph Petisco</td>
</tr>
<tr>
<td>GOLF (BOYS)</td>
<td></td>
</tr>
<tr>
<td>GOLF (GIRLS)</td>
<td>Armando Pelaez</td>
</tr>
<tr>
<td>SWIMMING (B &amp; G)</td>
<td>Kristopher Perez</td>
</tr>
<tr>
<td>CROSS COUNTRY (BOYS)</td>
<td>Alex Shaw</td>
</tr>
<tr>
<td>CROSS COUNTRY (GIRLS)</td>
<td>Eric Castaing</td>
</tr>
<tr>
<td>VOLLEYBALL (GIRLS)*</td>
<td>Charlene Ballovers</td>
</tr>
</tbody>
</table>
### WINTER SPORTS (BEGIN IN OCTOBER)

<table>
<thead>
<tr>
<th>Sport</th>
<th>Coaches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball (Boys)*</td>
<td>Armando Pelaez/ JC Diaz</td>
</tr>
<tr>
<td>Basketball (Girls)*</td>
<td></td>
</tr>
<tr>
<td>Soccer (Boys)</td>
<td>Matthew Flipse</td>
</tr>
<tr>
<td>Soccer (Girls)*</td>
<td>Sally Sanchez</td>
</tr>
<tr>
<td>Wrestling*</td>
<td>Robert Cernuda</td>
</tr>
</tbody>
</table>

### SPRING SPORTS (BEGIN IN JANUARY)

<table>
<thead>
<tr>
<th>Sport</th>
<th>Coaches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton (Coed)</td>
<td>Charlene Balloversa</td>
</tr>
<tr>
<td>Baseball*</td>
<td>Armando Pelaez</td>
</tr>
<tr>
<td>Softball*</td>
<td>Nick Ceserano</td>
</tr>
<tr>
<td>Tennis (B &amp; G)</td>
<td></td>
</tr>
<tr>
<td>Track (Boys)</td>
<td></td>
</tr>
<tr>
<td>Track (Girls)</td>
<td>Eric Castaing</td>
</tr>
<tr>
<td>Volleyball (Boys)*</td>
<td>Camilo Gaitan</td>
</tr>
<tr>
<td>Waterpolo (B &amp; G)</td>
<td>Laura Busta</td>
</tr>
</tbody>
</table>

*These programs include a junior varsity team.
Attendance

ATTENDANCE POLICY

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism can result in course failure. Highlights of the M-DCPS attendance rules are as follows:

NO CREDIT PROCEDURES

1. A secondary student accumulating ten or more unexcused class absences in an annual course or five or more unexcused absences in a semester course will be subject to the withholding of final credit, pending a student/parent requested administrative screening and/or review of all absences by the attendance review committee.

2. An attendance review committee is established in each school. The committee consists of three or more school personnel who have the responsibility to review student attendance petitions during the last week of the course(s) and recommend the:
   - Issuing of final credit;
   - Temporary withholding of final credit pending make-up assignments;
   - Permanent withholding of credit.

EXCUSED/UNEXCUSED ABSENCES

The following are considered excused absences:

- Student illness
- Medical appointment
- Death in 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 activity previously approved.
- Other individual student absences beyond the control of the parent or the student as approved by the principal or designee.

All other absences not listed above in item three are considered unexcused.

*Excerpt from School Board Rule 6Gx13-5A-1.04*
# Electronic Grade book Attendance Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Attendance Weight</th>
<th>Who can enter this code?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excused Absence</td>
<td>1</td>
<td>All Teachers / Attendance Manager</td>
</tr>
<tr>
<td>U</td>
<td>Unexcused Absence</td>
<td>1</td>
<td>All Teachers / Attendance Manager</td>
</tr>
<tr>
<td>T</td>
<td>Excused Tardy</td>
<td>1</td>
<td>All Teachers / Attendance Manager</td>
</tr>
<tr>
<td>TU</td>
<td>Unexcused Tardy</td>
<td>1</td>
<td>All Teachers / Attendance Manager</td>
</tr>
<tr>
<td>ENT</td>
<td>Entered Class</td>
<td>0</td>
<td>All Teachers / Attendance Manager</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrawn from Class</td>
<td>0</td>
<td>All Teachers / Attendance Manager</td>
</tr>
<tr>
<td>E</td>
<td>Excused Early</td>
<td>0</td>
<td>Attendance Manager – HR class only</td>
</tr>
<tr>
<td>S</td>
<td>Special Note (i.e. field trip, assembly, etc.)</td>
<td>0</td>
<td>Attendance Manager – HR class only</td>
</tr>
<tr>
<td>I</td>
<td>Indoor Suspension</td>
<td>0</td>
<td>Attendance Manager – HR class only</td>
</tr>
<tr>
<td>O</td>
<td>Outdoor Suspension</td>
<td>1</td>
<td>Attendance Manager – HR class only</td>
</tr>
<tr>
<td>M</td>
<td>Tardy and Excused Early</td>
<td>0</td>
<td>Attendance Manager – HR class only</td>
</tr>
<tr>
<td>NS</td>
<td>No Show</td>
<td>0</td>
<td>Attendance Manager</td>
</tr>
<tr>
<td>X</td>
<td>Special Holiday</td>
<td>0</td>
<td>Attendance Manager – HR class only</td>
</tr>
</tbody>
</table>

• For students marked with an “E, S, I, O, M or X” for official (homeroom) attendance, teachers must use an excused absence (A) for class attendance. Teachers can add a comment to denote a reason for excused absence.
Attendance Supplementary Procedures

1. Excused Early

In an unforeseen event that a student has to leave the school grounds during the school day, he/she must report to the Attendance Office with a pass from the teacher to receive permission from a parent or guardian to leave. The student may wait in the office 15 minutes or return to class until the parent or guardian arrives.

Any student, who leaves the school before the time of dismissal without properly signing out, subjects himself to disciplinary action for cutting class and marked unexcused.

2. School Passes

Hall passes should be used in case of emergencies. If a student is sent to a specific location, he/she must complete the student location log and have an official school pass stating destination, time leaving and teacher signature. **A STUDENT IS NOT PERMITTED TO LEAVE CLASS WITHOUT A PASS.**

Teachers are encouraged to ask students in the hall for an official **yellow** hall pass.

CAFETERIA SERVICES

**BREAKFAST**

Miami Sunset’s cafeteria serves, free breakfast in the cafeteria from 6:30 a.m. until 7:10 a.m. daily.

**LUNCH**

There are three lunch periods at Miami Sunset. Please see attached Lunch Schedule for exact times.

**FREE and REDUCED LUNCH**

Students who were eligible for free or reduced lunch the previous year will continue to be eligible for the first 20 days of school.

All students who are interested in free or reduced lunch must apply during the 2013-2014 school year. After the first week, applications are available in the Attendance office. Completed and signed applications must be turned into Ms. Morales in the Attendance office.
CERTIFICATION

All teachers must have a current valid certificate on file in the principal’s office. If a teacher renews his/her certificate during the school year, he/she must give a copy of the new certificate to the principal’s secretary, and Ms. Alina Caballero, APC.

CLASS FEES

Subject area teachers collect fees to help defray the costs of materials used by their students. When collecting the fee, a receipt must be issued to the student. The following steps must be followed:

1. Obtain teacher receipt book from the school treasurer
2. Turn in receipt book along with the money to the school treasurer before end of the school day.

Collection of class fees will be by assigned time slots, no exceptions. Please follow schedule below. This is only for class fees not fund raisers.

Treasurer’s office hours:
7:00 AM- 12:25 PM
12:25 PM-1:30 PM (Closed for LUNCH)
1:30 PM-2:15 PM

The following is a schedule of the treasurer’s office hours and when monies can be collected, please abide by the following:

| CLUB DUES/ALL FUNDRAISERS/ALL FIELD TRIPS | MONDAYS/WEDNESDAYS/FRIDAYS |
| BUSINESS/TECHN | M/W/F | SEPTEMBER 23-OCTOBER 11, 2013 |
| DRAFTING/ENGINEER | M/W/F | SEPTEMBER 23-OCTOBER 11, 2013 |
| CHILDCARE | M/W/F | 2013-2014 |
| ESOL | M/W/F | OCTOBER 7-OCTOBER 23, 2013 |
| FINE ARTS DEPT | M/W/F | AUGUST 26-SEPTEMBER 16, 2013 |
| HOME ECONOMICS | M/W/F | SEPTEMBER 16-OCTOBER 7, 2013 |
| PARKING DECALS | M/W/F | 2013-2014 |
| P.E. UNIFORMS | M/W/F | 2013-2014 |
| P.E. WIEGHT TRAINING | M/W/F | SEPTEMBER 9-SEPTEMBER 27, 2013 |
| READING FEE | M/W/F | SEPTEMBER 23-OCTOBER 11, 2013 |
| SCIENCE FEE | M/W/F | SEPTEMBER 16-OCTOBER 7, 2013 |
| WORK EXPERIENCE | M/W/F | 2013-2014 |

ALL MONEY MUST BE DEPOSITED BEFORE 2:00PM ON ANY COLLECTION DAY
*ALL MONIES WILL BE COLLECTED ACCORDING TO THIS SCHEDULE EXCEPT PRIOR TO A HOLIDAY WEEKEND. IN THAT CASE, NO MONEY WILL BE COLLECTED ON FRIDAY.

THE TREASURER’S OFFICE WILL BE CLOSED ON WEDNESDAY, SEPTEMBER 11 AND WEDNESDAY, SEPTEMBER 18, 2013 FOR EVERYTHING.
Teacher – Parent Communications

COMMUNICATION (TEACHER-PARENT)
CURRENT LAW AND/OR PRACTICE

Teacher-parent conferences contribute greatly to improving the public school’s relationship with its community. The School Board and the United Teachers of Date (UTD) agree that improving a public school’s relationship with its community and the public in general serves the best interests of students and citizens. Effective teacher-administration-parent communication aids in contributing to, and maintaining, the public’s commitment to public education. The School Board recognizes its responsibility to facilitate teacher-parent communication through methods such as, but not limited to, provision of translators (including other teachers who can serve in this capacity) for non-English speaking parents, sufficient telephone lines, available extensions within teacher work areas, and release time for conferences, when necessary. The School Board and the UTD agree to explore new methods of communications technology to enhance teacher-parent communication.

The School Board and the UTD encourage all teachers and parents to continue to engage in teacher-parent conferences for all students. Teachers are encouraged to initiate teacher-parent contacts when, in their professional judgment, such contact would enhance student performance. Teachers will make a reasonable effort to respond to parental requests for a parent conference in a timely manner. The principal of each school shall assist in arranging teacher-parent conferences. When students are from a home where a language other than English is spoken, every effort should be made to communicate with the parents in a language they can understand.

The labor contract between the Miami-Dade County Public Schools and the United Teachers of Dade (UDT) contains a provision in Article XX, Section 11, on the subject of Teacher-Parent Communication.

This provision illustrates the importance that the School Board, management, and the Union attach to effective teacher-parent communication. The mutually agreed upon contract, or language, urges that teacher-parent conferences take place when students are in need of academic strengthening and when it is determined that the student possesses unique academic potential. The provision requires that teacher-parent conferences occur when students display a consistent pattern of disruption or demonstrate unacceptable academic achievement through failure to exert sufficient effort. It further requires that teachers afford the parents or guardians of every student an opportunity for a teacher-parent conference. (Board Rule 6Gx13-1B-1.011.)
PROCEDURES

Principals and teachers should make every effort to ensure that teacher-parent conferences are well-planned, fruitful experiences that adhere to the highest professional standards. In order to provide consistency in implementing these provisions throughout the district, the following guidelines should be included in each school's faculty handbook and discussed thoroughly with members of the administrative and instructional staffs annually:

Teachers must log conferences in their official electronic grade book and specify whether such contact was in person, by telephone, or through written correspondence. Parent-teacher conferences should be entered into the Student Case Management System (SCM) under Code C6.

Where required parent contact is not achieved, evidence of attempts to contact parents should be recorded in the grade book and referred to designated administrative personnel for follow-up. Board Rule 6Gx13-5B-1.04, Pupil Progression Plan, permits the withholding of an academic grade pending a parent-teacher conference:

“At the discretion of the teacher, parents may be notified by a coded message on the student report card that a teacher-parent conference is requested. In addition, a teacher may issue an incomplete grade in place of the student’s academic grade (which must still be reported to the principal) until such time as the parent responds to the request for the teacher-parent conference or until the student transfers or the course is completed. When a parent has failed to respond to a previous request for a conference, a principal may elect to withhold issuing a report card for one grading period pending a conference with the parent.”

A copy of the Superintendent's directive on this subject must be provided to all administrators and teachers annually, prior to opening of schools.

Principals are expected to exclude from class, for a period not to exceed ten days, any student who has displayed a consistent pattern of disruption until a conference is held or until the principal determines that a conference cannot or need not be held.

Students who are excluded from a class as a result of the above are entitled to all due process procedures as stipulated in Board Rules 6Gx13-5A-1.062, Suspension, Board Approved Alternatives, Expulsion, and Referral to Children and Family Services and 6Gx13-5D-1.08, Maintenance of Appropriate Student Behavior, dealing with indoor suspension. Additionally, the student will be given the opportunity to maintain his/her class work.

Excerpt from UTD Contract Article XX

Procedurally, it is agreed that a standard checklist type form shall include a place for the teacher to indicate that a parent conference is requested. However, if the parent does not respond to the request for a parent conference, it shall be the responsibility of school personnel to take, within reason, actions to initiate a parent conference. If these actions fail, the form will be verification of the original request.

Every attempt shall be made by the school to communicate directly with parents when there are indications that student performance and/or behavior is declining. The signature of a middle, or senior high school student on a progress report, within instructions to deliver it to the parent, will not in itself constitute a comprehensive attempt to achieve contact with parents. When, in the teacher’s judgment, a conference with the parent is necessary, further attempts by mail or telephone are encouraged.
Community Service

All students must complete a community service project as one of the graduation requirements. Applications may be obtained from any Social Studies teacher. Community service for a Standard Diploma does not require a minimum number of service hours. The Superintendent’s Diploma requires a minimum of 75 hours of community service. Completed applications for community service must be signed by the student’s parent or guardian and returned to the Social Studies teacher.
Purpose of the rule

The purpose of this rule is to establish a policy for the acceptable use of the Internet as a tool for learning in the School District of Miami-Dade County, Florida (hereinafter referred to as District). In summary, the rule affirms that neither employees nor students may use the Internet to do any action or receive and/or communicate any language that the employee or student could not do in person. Any act or word prohibited by federal, state, and/or local law regulation, including Miami-Dade County Public Schools (M-DCPS) Rules, and/or collective bargaining agreement if done by a M-DCPS employee or student in person is similarly forbidden by this rule to be done by any employee or student by or through the Internet. Additionally, the rule reflects that there is no expectation of privacy in the use of e-mail or Internet communications when such communications occur over M-DCPS provided equipment by M-DCPS employees, students, or others.

Purpose of access to the Internet

The purpose of providing students and employees’ access to the Internet is to promote academic excellence in the District’s educational objectives. This computer technology provides resource sharing, innovation and communication that will help launch today’s schools into the information age.

I. Resources Available on the Internet

Students and employees of the District have access to the following resources:

- Electronic mail communication throughout the world
- Local, national and world-wide information and news
- Correspondence with scientists at research institutions
- Access to public domain software of all types
- Collaboration with peers on projects and problem solving strategies
- Science Learning Network (SLN), Library of Congress, Educational Resources and Information Center (ERIC), Smithsonian Museums, and many university library catalogs.
II. Acceptable Use Policy

Utilization of the Internet by students and employees must be in support of and consistent with the educational objectives of the District. When utilizing the Internet all users must adhere to the provision of this rule and the standards of conduct established in the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education Profession in the State of Florida, and School Board Rule 6Gx13-4A-1.21, Responsibilities and Duties.

A. Transmission of any material in violation of local, state, and federal law or regulation is prohibited. This includes, but is not limited to copyright material, threatening or obscene material or material protected by trade secret.

1. Obscene material is that material which:

   a. The average person, applying contemporary community standards, would find, taken as a whole, appeals to the prurient interest;

   b. Depicts or describes, in a patently offensive way, sexual conduct as defined in Section 847.001 (11) F.S. (1995); and

   c. Taken as a whole, lacks serious literary, artistic, political, or scientific value.

B. School Board Rule 6Gx13-6A-1.26, Instructional Materials and Resources govern procedures concerning the protest of instructional materials and educational media as they are accessed through the Internet.

C. School Board Rule 6Gx13-1C-1.06, Politics—Participation of Staff, governs the use of the Internet for political activities.

D. Use of the Internet for product advertisement, commercial activities, political campaigning or solicitation is prohibited.

III. Privilege

Accessing the Internet through District equipment is a privilege, not a right and inappropriate use, including violation of this rule may result in cancellation of the privilege.

A. School, region, and District administrators are delegated the authority to determine appropriate and acceptable use as provided under this rule.

B. Any user account may be closed, suspended or revoked at any time a School, Region, or District administrator determines an account user or holder has used the Internet in an inappropriate or unacceptable manner in violation of this or any other applicable District rule.

C. Inappropriate or unacceptable use is defined as use that violates the District’s purpose in providing students and employees access to the Internet and use that violates the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education Profession in the State of Florida, and School Board Rule 6Gx13-4-1.21 or any local, state, or federal law or regulation.

D. Access to the Internet in school as a tool for learning will be automatic. Parents will be advised in writing of their rights to indicate that they do not want their child to access the Internet in school.
IV. Monitoring

The District reserves the right to review any material on user accounts for purposes of maintaining adequate file server space. In reviewing and monitoring user accounts for the purpose of determining adequate file server space, the District shall respect the privacy rights of user accounts.

V. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

A. Be polite. Do not get abusive in your message to others.

B. Use appropriate language. Do not swear, use profanity, vulgarities or any other inappropriate language.

C. Do not engage in activities, which are prohibited under state or federal law.

D. Do not engage in activities, which violate the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education Profession in the State of Florida, and School Board Rule 6Gx13-4A-1.21.

E. Do not reveal your personal address and/or telephone number or that of other students and employees.

F. Note that electronic mail (e-mail) is not guaranteed to be private. System administrators have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and may result in the loss of user privileges.

G. Do not use the network in such a way that would be disruptive to others.

H. All communication and information accessible via the network should be assumed to be private property.

I. Do not use the network to send or receive messages that discriminate based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, disability or that are inflammatory.

VI. Services

Use of any information obtained via the Internet is at the user’s own risk. The District will not be responsible for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions.

The District denies responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

VII. Security

Security on any computer network is a high priority, especially when the system involves many users.
A. If a user can identify a security problem on the network, the user must notify a system administrator. The user must not demonstrate the problem to others.

B. A user must not use another individual’s account without written permission from that individual. Attempts to log into the system as any other user will result in cancellation of user privileges. Attempts to log into the Internet as a system administrator may result in the cancellation of user privileges.

C. An Administrator may deny future access to the Internet through the District network for any user who violates any part of this rule.

VIII. Vandalism and Harassment

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.

IX. Procedures for Use

Student users must always get permission from their teachers or facilitators before using the network or accessing any specific file or application. Student users must also follow written and oral classroom instructions.

A. All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies, such as paper, printer cartridges, and diskettes that are provided by the District.

B. Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the Internet, and assuring that students understand that if they misuse the network they will lose their privilege to access the Internet from the classroom environment.

X. Inappropriate Materials

On a global network it is impossible to control effectively the content of data. An industrious user may discover inappropriate material. Inappropriate material is that which is inconsistent with the goals, objectives, and policies of the educational mission of the District. It is the user’s responsibility not to access inappropriate materials.

XI. Disciplinary Actions for Improper Use

The act of accessing the Internet through the District's network signifies that the user will abide by the provisions of this rule.

Any user violating this rule, or applicable local, state, or federal law or regulation is subject to loss of network access privileges and any other disciplinary actions, as reflected in the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education Profession in the State of Florida, applicable collective bargaining agreements, and School Board Rule 6Gx13-4A-1.21.

Specific Authority: 230.22(2) F.S.
Law Implemented, Interpreted, or Made Specific: 229.8041; 230.23(6) and (7); 231.09 F.S.
History the SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
New: 10-23-96 Technical Change: 5-01-98
POLICY FOR UTILIZATION OF THE E-MAIL SYSTEM
6Gx13- 4C-1.064

Purpose of the Rule

The purpose of this rule is to establish a policy for the use of Miami-Dade County Public Schools (M-DCPS) electronic email (e-mail) system. This policy applies to any and all electronic messages composed, sent or received by any authorized District user. Authorized users of e-mail, hereafter, referred to as users, are defined as employees, temporary or contract employees, and any other individuals or groups issued District e-mail accounts.

Purpose of District E-Mail

E-mail is an official means of communication within Miami-Dade County Public Schools. The District encourages the use of e-mail as a convenient, timely, and cost-effective communications medium. The purpose of providing an e-mail system to District employees is to assist in the furtherance of the School Board=s business needs, mission, and goals. Employees who use the District e-mail services are expected to do so responsibly, that is, to comply with Florida and Federal Laws, with the policies and procedures of the District, and with established standards of professional conduct and personal courtesy.

I. Acceptable Use of District E-mail Services

Utilization of District e-mail by employees must be in support of and consistent with the objectives of the District. When utilizing District e-mail, all users must be aware of and understand the standards by which M-DCPS expects and requires users to conduct themselves. All users must understand that these established standards apply to the use of all District e-mail. These standards are delineated more fully in, among other things, the Code of Ethics for the Education Profession in the State of Florida, The Principles of Professional Conduct for the Education Profession in Florida, the M-DCPS Electronic-Handbook, School Board Rule 6Gx13- 4A-1.21, Permanent Personnel Responsibilities and Duties, School Board Rule 6Gx13- 6A-1.112, Acceptable Use Policy for the Internet, and M-DCPS Network Security Policy. Accordingly, all users must familiarize themselves with all applicable standards. An employee=s failure to familiarize himself or herself with these guidelines will not constitute a viable defense to or be considered as a mitigating factor to a charge that said employee has violated this rule.

II. Unacceptable Use of District E-mail Services

Authorized users of the e-mail system may not utilize the District=s e-mail system to perform any action or transmit any communication that they would otherwise be prohibited from doing in any other medium of communication. Unacceptable and prohibited uses of District e-mail services include, but are not limited to:

A. Using profanity, obscenity, or other language which may be offensive to another user or any matter deemed to be obscene. Obscene material is that material which: 1) the average person, applying contemporary community standards, would find, taken as a whole appeals to prurient interests; 2) depicts or describes in a patently offensive way, sexual conduct as defined by state law; 3) or taken as a whole lacks serious literary, artistic, political, or scientific value.

B. Transmitting any material that is in violation of Federal, State, and local laws, or of M-DCPS School Board rules, regulations, or guidelines. This includes, but is not limited to, material that contains statements that would tend to violate individual's civil or constitutional rights or constitute harassment or trade secrets or copyrighted material without the consent of the owner or copyright holder.
C. **ASpoofing@** where spoofing is defined as the act of disguising the sender of an e-mail by replacing the name in the `from` or header fields, sending e-mails while signed on as a different user, or otherwise intentionally misleading the recipient as to the identity of the actual sender.

D. Sending anonymous e-mail.

E. Engaging in any activity designed to view the e-mails of other individuals without authority or permission.

F. Using the District’s global distribution lists for purposes that are not work related.

G. Initiating or forwarding Achain-letters@ or petitions.

H. Utilizing the e-mail system for political activities. School Board Rule 6Gx13- 1C-1.06, Politics--Participation of Staff, governs the use of e-mail for political activities. In addition to the prohibition against using the District’s e-mail system to provide publicity for any candidate for public office, users are forbidden from using the District’s private network for lobbying, campaigning, or soliciting on behalf of any candidate for public office or using e-mail to support or oppose a political position or to engage in political activity. Please refer to this Board rule for a more detailed explanation of these prohibitions.

I. **ASpamming,@** or the sending of unwanted, unsolicited and/or unnecessary messages to large numbers of people, usually with the purpose of advertising a product, event, service, or lobbying for a specific political position or promoting an individual’s opinion. In many cases, the sender is unknown to the recipients.

J. Acting in a manner that violates School Board Rules, including, but not limited to, the Code of Ethics of the Education Profession of the State of Florida, The Principles of Professional Conduct for the Education Profession in Florida, School Board Rule 6Gx13- 4A-1.21, Permanent Personnel Responsibilities and Duties are prohibited.

**III. User Expectations and Consequences of Inappropriate Use**

The e-mail system is the property of Miami-Dade County Public Schools. The District reserves the right to monitor the e-mail system for unacceptable use according to federal, state, local and district laws, policies and rules. Any employee who violates this rule may be subject to appropriate disciplinary action, up to and including dismissal.

A. Work-site supervisors and District administrators are authorized to determine whether an employee is in compliance with this rule and is using the District’s e-mail system in an appropriate and acceptable manner. This includes randomly accessing the employee’s e-mail for the purpose of determining compliance with this rule.

B. In addition to checking for the above inappropriate uses, the District:

1. Reserves the right to review e-mails stored in the network for the purpose of maintaining adequate and necessary file server space.

2. Reserves the right to modify or delete e-mails or attachments that may contain computer viruses or any other computer code that could damage or destroy any portion of the network.
C. Users of the M-DCPS e-mail system must not expect that e-mail generated or received via the District=s e-mail system will remain private. As a result, the users should be aware that:

1. Sensitive and confidential data, including data considered exempt from public disclosure, may be viewed by persons other than the intended recipient. Information that is exempt or confidential under state and federal law may need to be encrypted, blocked out, or not transmitted by e-mail.

2. E-mail is legally discoverable and may be used in court proceedings. Employees are hereby notified that there is no individual right to privacy in the use of the District=s e-mail system. Administration has an absolute right to monitor employees= use of the e-mail system at its discretion. Users are warned that although e-mail often has the feel of a private conversation, it is in fact, not private. Further, e-mail generated during the regular course of School Board business is subject to public disclosure, in accordance with Florida=s Public Records Act, Chapter 119, Florida Statutes.

IV. Personal Use

The intended use of the M-DCPS e-mail system is for District-related purposes, not for personal use or other purposes. In limited instances, some personal use of the M-DCPS e-mail system may be permitted. This use is a privilege, not a right. Limited, incidental personal use of the M-DCPS e-mail system such as sending short, brief e-mails to a friend or relative is permissible so long as the user complies with the Utilization Policy outlined herein and with state and federal laws and Board Rules governing the use of e-mail. Any abuse of this privilege will be handled in the same manner as described in Section III above.

Limited incidental personal use must not tie-up or otherwise obstruct system resources in any way, interfere with an individual=s job performance and/or duties, advertise or promote a product or service, publicize unsanctioned, non-M-DCPS activities without approval, promote political candidates or positions as outlined in Section II above, include attachments that use excessive storage (multiple pictures, video clips, etc.), and/or be used in any way that is detrimental to MDCPS. In addition, employees are prohibited from storing e-mail that is personal in nature in the District=s e-mail system.

The above list is for illustrative purposes only and is not exhaustive. Employees must exercise good judgment in utilizing the e-mail system and not abuse the privilege.

V. Retention

The definition of a public record does not depend on the format of the record, regardless of the medium. Therefore, all federal, state, and local rules and regulations regarding retention of records, memos, and documents apply equally to documents and materials created by e-mail.

Users of District e-mail are responsible for retaining e-mail that, by law, must be retained. E-mail that should be retained may be stored electronically or printed and saved as a hard-copy. In either case, such records must be available for public access, regardless of the medium in which it is maintained. The state and the courts do acknowledge; however, that much of what is put in e-mail does not qualify as a public record and may be deleted without permission once it no longer has value.

Specific authority: 1001.41(1)(2); 1001.42(22); 1001.43(10), F.S.
Law Implemented, Interpreted, or Made Specific: 815.04; 815.06; 1012.23; 1012.27(6), F.S.
COMPLIANCE WITH COPYRIGHT LAWS AND FAIR USE GUIDELINES

In accordance with the Copyright Laws of the United States as codified under Title 17, U.S.C. ' 101 et seq., The School Board of Miami-Dade County, Florida, hereby advises its employees and students that they are expected to comply with all pertinent copyright laws and fair use guidelines, whenever school district employees and students are using copyrighted materials.

This rule applies to all types of materials or media that may be covered by the Copyright Act, including, but not limited to, original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated. This rule also applies to copyrighted computer software (17 U.S.C. ' 117) and to materials that are copied, recorded, or transmitted via electronic means, such as the Internet or by e-mail.

When working with or using copyrighted materials, school district employees and students are expected to adhere to the following guidelines:

I. Employees of Miami-Dade County Public Schools (M-DCPS) may reproduce and utilize copyrighted materials in accordance with the provisions of the Copyright Act, Title 17, U.S.C. ' 101, et seq.

II. Any reproduction or use of copyrighted materials by school district employees and students will be done, either with the written permission of the copyright holder or in conformity with the fair use guidelines under Title 17, U.S.C. ' 107. Employees that reproduce or use copyrighted materials and who fail to obtain prior written permission for said reproduction or use from the copyright holder or who fail to abide by the fair use guidelines may be liable for copyright infringement.

III. The School Board, in recognizing the importance of complying with all of the provisions of the Copyright Act of the United States, hereby notifies all of its employees that a willful or intentional copyright infringement may result in disciplinary action pursuant to School Board Rules and applicable labor contracts.

IV. Students who disregard copyright laws or who willfully and intentionally violate the copyright laws, will be subject to discipline pursuant to the Elementary, Secondary, and Adult Code of Student Conduct.

Specific Authority: 230.22(2); 230.23(22)
Law Implemented, Interpreted, or Made Specific: 230.22(1); 230.23(5) and (6); 230.23005 (6); 231.001 F.S.
Student Services

The Student Services staff is responsible for assisting students with academic, personal and postsecondary needs. Students are encouraged to make appointments with their counselor by coming to the Guidance Office before school, after school, during lunch or by completing a counselor request form in their first period class. With the exception of obvious emergencies, students should not be sent to the Guidance Office unless they have a pass indicating a scheduled appointment with a counselor.

Classroom Service Requests

Custodial Work

If you require special custodial assistance in your classroom, please see Mr. Cook or email him at lerongcook@dadeschools.net and he will coordinate the assistance.

Electrical/Mechanical Work

If you require electrical or mechanical work in your classroom, please see Mr. Cook or email him at lerongcook@dadeschools.net and he will coordinate the assistance.

Technology Support

If you require technology-related support in your classroom, visit http://heat-hpk.dadeschools.net/heatselfservice and fill out the required information. This can be found in the employee toolbox under the title “Self Service” at the bottom of the toolbox. You may also e-mail 7531techsupport@dadeschools.net .

For computer lab emergencies, see Mr. Cook or email him at lerongcook@dadeschools.net .

Discipline

The classroom teacher addresses minor discipline problems. If these problems cannot be resolved, refer the student to the appropriate Assistant Principal. Students are assigned to an Assistant Principal by the first letter of their last name (refer to section: Administrative Responsibilities).

Before a referral can be processed, it must be filled out completely and it must indicate that a parent contact has been made. The time, date and the name of the person contacted are required on all referrals.

Please be reminded that referrals are filed in a student’s cumulative folder and become legal documents. For detailed information on infractions, see the Code of Student Conduct online under “e-handbooks” .
Dress Code

SB Rule 6Gx13-5C-1.031

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subjected to appropriate disciplinary measures including suspension.

SPECIFIC REGULATIONS

I. There is a minimal district wide dress code. It is not intended to regulate the length of hair, length of dress, or types of clothing (such as slacks, dresses, shorts) which students may wear to school except as these relate to the health, safety, or cleanliness of students, to the distraction of students from classroom activities, to the disruption of a school program, or to excessive maintenance of school property.

II. The determination of what constitutes a safety or health hazard, or what constitutes a distraction of students from a classroom activity, or what constitutes a disruption of a school program or the teacher, or other School Board employee concerned, and the principal shall make excessive maintenance of school property. Common sense, when rendering such a judgment, should prevail.

III. Suspension of students within the purview of this dress code shall be made by the principal pursuant to current Florida Statutes and Miami-Dade County School Board Rules and after observing the rights of due process of the student concerned. A student will be suspended only after being given an opportunity to correct the cause of the act for which charged, and after a conference on the matter with professional school personnel and the parents.

MANDATORY UNIFORM

School Colors: Black, Gold & Silver

Shoes: All shoes must be closed.

Pants: Bottoms must be full length, beige, TWILL pants. For example; Dockers and/or Dickies brands. All pants must be worn at the waist.

Shirts: Monday – Thursday: Polo shirts in black, white, grey & golden rod with the LOGO!

Friday: SUNSET spirit/club/athletic shirts.

Outerwear: Students may wear a plain, solid black, white or grey sweater or a SUNSET sweatshirt or jacket.

Undershirts: Layering will be permitted under uniform in school colors of black, gold, white and/or grey.
The following items are NOT permitted!

- Hats, caps, sweat bands, bandannas, pocket chains, etc.

- Crocs, slippers, and/or sandals.

- Leggings, yoga pants, sweat pants, pajama pants, cargo-style pants, oversized pants, capris and/or shorts. NO JEANS of any colors.
As stipulated in Section 229.58, Florida Statutes, Florida’s system for school improvement and education accountability, each school must establish a school advisory council which shall be named an Educational Excellence School Advisory Council (EESAC) in M-DCPS. Each M-DCPS Advisory Council must be composed of the principal, and appropriately balanced number of teachers, education support employees, students, parents and other business and community citizens who are representative of the ethnic, racial, linguistic, disabled and economic community served by the school. In an effort to meet statutory requirements regarding the establishment of a school advisory council (Section 229.58(1)(a), Florida Statutes), district and region office administrators have worked cooperatively with representatives of parents, teachers, citizens groups, business groups and students to develop the guidelines.

Ms. Milagros Perez is the chairperson for the Miami Sunset EESAC.

Emergency Procedures

Code Red

The lockdown code for the M-DCPS district is:

CODE RED

In case of a CODE RED event, the following announcement will be made over the public address (P.A.) system:

Students and Staff, May I Have Your Attention. I Repeat I Need Your Attention Now. This Is A CODE RED. I Repeat this Is A CODE RED. Please Follow ALL Procedures.

Immediately, all teachers will:

- close and lock all classroom doors
- not allow any student to come in or leave the classroom.
- not dismiss classes even if the bell rings.
- move out of the hallway into the closest classroom/office.
Internal Security Plan

In the event of a disturbance that can interrupt the normal operation of Miami Sunset Senior High School, the following procedures will be used:

Information center – Main Office

1. The principal or assistant principal will make the following announcement over the public address system to notify teachers of an emergency: “Teachers, please excuse the interruption. Dr. Martinez is visiting the building. He will be visiting the following area(s) (name area(s) of disturbance(s). Please take appropriate measures.”

The principal, Dr. Cox, and the assistant principal will:

• Report to the area of the disturbance.
• Take such action as deemed necessary.
• Coordinate efforts of all school personnel who have come to the area to assist.
• Keep accurate records of events and identify all participants, if possible.
• Isolate the area of disturbance by evacuating students and securing hallways, lobbies and parking lots, if deemed necessary.

2. The principal, Dr. Cox, will:

• Contact Region Center IV Superintendent, Dr. Alex Martinez.
• Be the representative to the news media and the Region IV office. Ms. Garcia, principal designee, will assume this role should Dr. Cox be out of the building.

3. The administrative team will:

• Notify Metro-Dade County Police – 911
• Notify Miami Dade County Public Schools Police.
• Notify school security
• Handle all incoming calls, both rumor and regular calls.
• Assist with the switchboard.
• Supervise First Aid Station.
• Shut off automatic bell system.
• Maintain security of public address system.

4. Ms. Garcia, assistant principal, will:

• Dispatch security to areas other than where the disturbance is taking place.

5. Student services team will:

• Report to the main office.
6. Classroom teachers will:
   • Report to the main office if on their planning period.
   • Close and lock all classroom doors.
   • Maintain normal class routine.
   • Not allow students to leave the classroom.
   • Not dismiss classes even if the bell rings. When it becomes necessary to change classes, you will be notified through the public address system or individually.

7. Head custodian will:
   • Contact base in the main office.
   • Conduct immediate check of all bathrooms, storage areas, and rooms not being used at the time (if applicable).
   • Secure any part of the building or yard, which will assist in isolating the situation.
   • Assist cafeteria manager and staff in securing the cafeteria.

8. Cafeteria manager will:
   • Contact base in the office.
   • Lock down and secure cafeteria.
   • Keep students and teachers in the cafeteria. Teachers in the cafeteria will direct supervision during that time.
   • Keep cafeteria workers in the cafeteria until notified. Outside cafeteria workers will report to the cafeteria.

9. Post–disruption instructions:

Refer all potentially remaining critical situations immediately to the principal or Ms. Garcia. In most cases, as soon as the disruption has been resolved, an objective report will be given to the faculty and student body. When applicable, refer students and/or personnel to in-house crisis intervention team.
Employee – Student Relationships

Nothing is more important to Miami-Dade County Public Schools than protecting the physical and emotional well-being of all students. This policy is developed to ensure that all School Board employees will confirm to the highest professional, moral and ethical standards in dealing with students on or off school property.

As such, all School Board personnel are strictly prohibited from engaging in unacceptable relationships and/or communications with students. Unacceptable relationships and/or communications with students include, but are not limited to the following: dating; any form of sexual touching or behavior; making sexual, indecent or illegal proposals, gestures or comments; exploiting an employee-student relationship for any reason; and/or demonstrating any other behavior which gives an appearance of impropriety.

Any School Board employee, who has knowledge of or has reasonable cause to suspect that another School Board employee is engaging in unacceptable relationships and/or communication with a student, as herein defined, shall immediately report such information to a site or region supervisor.

Failure to do so shall constitute a violation of this Rule.

Specific Authority: 230.22(2) F.S.
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Electronic Grade book

The grade book software can be access through the web at https://gb.dadeschools.net . The policies, procedures, instructions, and handbooks for the electronic grade book are published on http://gradebooksupport.dadeschools.net/teachers.asp . Students should not enter grades in the grade book under any circumstances.

Grades

By School Board directive, academic grades are to reflect the student’s academic progress. The determination of the specific grade a student receives must be based on the teacher’s best judgment after careful consideration of all aspects of each student’s performance during a grading period, including such factors as class attendance, homework, and participation.

In authorized semester courses, the student’s final grade shall be determined as follows: 40 percent value of each of two nine-week grading periods and 20 percent value for the final examination, with a provision for teacher override. This equates to ten points required to pass an annual course using a 4.0 scale.

In authorized annual courses, the student’s final grade shall be determined as follows: 20 percent value for each of nine-week grading periods, 10 percent value for the mid-term exam, and 10 percent for the final exam, with a provision for teacher override. In order to pass an annual course in grades 6-12, a student will earn a minimum of 10 grade points, of which a minimum of five must be earned in the second semester. Teacher override (either up or down) can still be earned.

In both authorized semester courses and authorized annual courses, the criteria for grading certain exceptional students may be modified by the Individual Educational Plan (IEP) committee.

Students who earn more than the required number of credits are not penalized in their rank in class.
Evaluation of Students

Student evaluation is an important aspect of the total instructional program. Evaluation devices are to be used for assessment purposes to show each student, the parent(s)/guardian(s), as well as the student’s teacher(s) what the student has mastered, where the student needs help, and how to motivate the student for continued learning.

Teachers’ oral and written tests, group discussions, written work, student portfolios, checklists and observations are representative of the means to be used to determine student progress. Examinations or unit tests shall be averaged as part of the grading period evaluation in which the examinations or unit tests are given. In no case should the examination grade constitute the entire grade for any given grading period. If final examinations are given at the end of a grading period or semester, the test grade may not receive the weighting of a full grading period.

EXAMINATION REGULATIONS

The following regulations in regard to examinations shall be observed:

1. Examinations should not be formally organized in the lower elementary grades.

2. Each secondary school will develop its own schedule for giving semester and/or final examinations. Except under unusual circumstances, no student should be required to take more than two examinations on a given day. Schools must make provisions for students to make up examinations missed due to illness or other reasons beyond the student’s control. It is at the student’s discretion whether or not the make-up examinations are included in the two examinations per day limit.

3. Where appropriate, examinations must include a reasonable number of questions, which require an essay response.

4. All secondary semester examination papers must be retained in the school for at least one year.

5. Examinations in both elementary and secondary schools will be meaningful in nature. They should be carefully developed and closely reviewed so they are appropriate relative to the objectives and competencies of the course and the ability and maturity of the student.

6. The Access Center Superintendent may authorize deviations from the above procedures or remission from semester examinations.

Specific Authority: 230.22(2) F.S.
This is not an official copy
Graduation Requirements

The Miami-Dade County School Board provides for the awarding of a standard diploma, a certificate of completion, a special diploma, or a special certificate of completion.

STANDARD DIPLOMA

In order to participate in the June 2013 graduation ceremony, a student must have completed all requirements for graduation, specifically:

- Required courses/credits
- Community service
- Unweighted 2.0 grade point average
- Pass the reading and mathematics sections of the Florida Comprehensive Assessment (FCAT) or High School Competency Test (HSCT)

Students who need to attend summer school to obtain additional credits will not be allowed to participate in a graduation ceremony. They may participate in the August graduation ceremony upon successful completion of all the requirements listed above, if applicable.

Students who elect to receive a Certificate of Completion in lieu of a standard diploma may participate in the June ceremony.

SUPERINTENDENT’S DIPLOMA OF DISTINCTION

This diploma will be awarded to students who complete an academically rigorous course of study. The requirements include at least four honors, Advanced Placement, International Baccalaureate and/or International Studies courses; and completion of 75 hours of community service, which includes identification of a social problem of interest, development of plan for personal involvement in addressing the problem and, through papers and other presentations, evaluate, and reflect upon the experience. All students must earn a 3.5 GPA (weighted scale) with no final grade less than a “C”.

COLLEGE-READY DIPLOMA

Students may earn a college-ready diploma, which entitles a student to admission without placement testing to a public postsecondary education program that will provide the student with a technical certificate, an applied technology diploma, an associate in applied technology degree, an associate in science degree, or an associate in arts degree. To earn this diploma a student must meet the requirements of the standard diploma and: Successfully complete the high school courses that are adopted by the Board of Regents and recommended by the State Board of Community Colleges as college-preparatory courses among the courses taken to fulfill the 24 academic credit graduation requirements. These courses are listed in the Counseling for Future Education Handbook.

Earn a score at or above the passing score in each test area of the postsecondary education common placement test, the Florida College Entry-Level Placement Test (CPT), or an equivalent test before graduation. The test score requirement may be met with one of the following passing score equivalents: CPT Reading Comprehension (83), Sentence Skills (83) and Elementary Algebra (72); SAT Verbal and SAT Mathematics (440); or ACT Reading (18), English (17) and Mathematics (19).
CERTIFICATE OF COMPLETION

A student who has met all requirements for graduation except passing the FCAT shall be awarded a certificate of completion. A student may make further attempts to meet the requirements for a standard diploma.

SPECIAL DIPLOMA AND SPECIAL CERTIFICATE OF COMPLETION

Exceptional students who have been properly classified may be eligible to receive a special diploma or a special certificate of completion. Parents who have questions concerning these special diplomas or certificates are urged to consult the school counselor, exceptional student education department chairperson, or Region exceptional student education-staffing specialist.

ADMISSION TO FLORIDA STATE UNIVERSITY SYSTEM

A student applying for admission who has a satisfactory high school record, including at least a (3.0 on a 4.0 scale) as recalculated by the university on the required high school academic core courses, and who submits SAT or ACT scores and other appropriate evidence that the student can be expected to make successful academic progress in the university, is academically eligible for admission to any of the state universities of Florida. The recalculated grade point average will include bonus points for grades earned in honors. Advanced Placement and International Baccalaureate, dual enrollment, and International Studies courses.

If a student’s recalculated grade point average is less than 3.0, the following sliding scale will be used to determine academic eligibility:

If the GPA in the Academic Core Courses is: One of the following composite admission test scores must equal or exceed:

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<th>ACT</th>
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Please note: These are minimum requirements. Most of the universities have established higher standards. For example, the University of Florida requires the SAT-II exams in English, Calculus, Chemistry, and (level II): French, German, or Spanish for placement.

The majority of students are admitted on the basis of their past academic achievement and admissions test scores in relation to the minimum requirements. Universities are allowed the flexibility of admitting a limited number of students as exceptions to the minimum requirements, through the recommendations of appropriate faculty committees. Exceptions may be made on the basis of important attributes or special talents of individual applicants who may not qualify for admission based on their academic records and admissions test scores, but who may demonstrate potential for success in college (See Rule 6C-6.002, FAC). Applicants should provide information regarding other important attributes, or special talents along with their application.
GRADE POINT AVERAGE

Grade point averages (GPA) are calculated for any of the reasons listed below.

- High school graduation
- Rank in class
- Eligibility to participate in interscholastic extracurricular activities
- Awards and recognition programs
- Placement on the honor roll and/or membership in honor societies
- College admissions and scholarship competitions

The grade and bonus point values shown in the chart below are used in determining un-weighted, without bonus points, and weighted, with bonus points, GPA’s.

GRADE AND BONUS POINT VALUES:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
<th>Honors Pre-International Baccalaureate</th>
<th>Advanced Placement</th>
<th>International Baccalaureate or studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

The grade point average used for determining the final rank in class for seniors includes grades from all courses in which credits have been earned for high school graduation and the first semester of the students’ senior year. The calculation process produces an un-weighted GPA to which bonus values are added. This GPA is used for the ranking process.

The school counselor can assist students and parents in determining the processes for computing the GPA’s used for the various purposes listed above.
**Definitions:**

**Add-on-bonus values:** bonus values used to calculate the grade point average used for establishing rank in class: determined by dividing the number of bonus points by the number of credits necessary to be ranked.

**Grade points:** numerical values assigned to letter grades.

**Bonus points:** additional numerical values assigned to letter grades in honors, pre-international baccalaureate, dual enrollment, advanced placement, international baccalaureate and international studies courses.

**Cumulative grade point average:** a grade point average computed by using grades received for more than one grading period or year.

**Traditional grade point average:** a grade point average established by dividing the number of grade points or grade and bonus points by the number of credits earned.

**Non-cumulative grade point average:** a grade point average computed by using grades received for a single term, semester or grading period.

**Weighted grade point average:** a grade point average, which includes bonus points.

**Un-weighted grade point average:** a grade point average without the inclusion of bonus points.
Home Learning

Regular, purposeful home learning is an essential part of a student’s education.

**STUDENTS’ RESPONSIBILITIES**

1. Completing assigned home learning as directed.

2. Returning home learning to the teacher by the designated time.

3. Submitting home learning assignments which reflect careful attention to detail and quality of work.

4. Devoting a minimum of 30 minutes each day to reading as an additional part to the home learning assignment.

**PARENTS’/LEGAL GUARDIANS’ RESPONSIBILITIES**

While it is understood that parents/legal guardians are not responsible for providing a great deal of assistance to their child in completing home learning, there is still much that parents/legal guardians can do to promote good study habits. Parents/guardians’ responsibilities include:

1. Providing an environment conducive to study.

2. Providing continued interest and concern for the child’s successful performance in school.

3. Encouraging and supporting the child in his/her completion of home learning.

4. Indicating an interest in assignments and assisting, if possible, when requested by the child. This is not to include performing the work for the child.

5. Supporting the school in regard to the child being assigned home learning and requesting assignments for the child when short-term absences are involved.

6. Assuring that the child reads when specific home learning assignments are not given or when they are completed before the specified time period for homework is over.

*Excerpt from School Board Rule 6Gx13-6A-1.2.3*
Leaving the Building

All staff members are expected to sign out in the blue binder located on Ms. Fernandez’s desk before leaving the building. Staff members must first secure the approval of an administrator before leaving the building except during their lunch period. This approval must be written in the blue binder by the administrator.

Master Calendar

The Activities Director has been charged with creating and maintaining a school-wide activities calendar, which will contain all school events. It is hoped that this calendar will help keep the staff informed and minimize schedule conflicts. This calendar is distributed to each teacher and is posted on the school’s website.

The correct procedure to follow in order to place an event on the calendar is:

1. Choose a primary and secondary date for your function.
2. Check with the Activities Director to insure that there are no existing conflicts.
3. If the event involves a fundraiser of some sort, check with the activities director to clear the feasibility and obtain the proper forms.
4. Check with the individuals listed below for availability of the facilities needed and that there are no conflicts with the date.
   a. for the auditorium----------------------› Rachel Horowitz
   b. for the gym -----------------------------› Moises Rivera
   c. for a sale or club meeting-----------› Rachel Horowitz
   d. for a field trip --------------------------› Rachel Horowitz
   e. evening event -------------------------› Adult Ed. A.P.
   f. for the cafeteria -----------------------› Ms. Biscoito
   g. for a sporting event -------------------› Mr. Rivera
   h. for guest speakers --------------------› Assistant Principal
5. Events must be scheduled at least two weeks in advance.
6. Remember that some of these events require special personnel and equipment. If so, there may be additional procedures and some additional costs involved, i.e. custodian services.
7. In order to be effective, this calendar contains daytime and nighttime events.
8. If an event is cancelled, postponed, or changed, please notify the Activities Director, the person in charge of that facility and any other staff involved.
SCHOOL-WIDE CALENDAR SCHEDULING FORM

Name of event ______________________________________________

Date of event ________________________ Starting time ___________

Ending time __________

Room required _________________________

Equipment required (if any) ____________________________________

Check with the following people: (signature required)

Ms. Horowitz (auditorium)
_________________________________________________________

Mr. Rivera (gym)
________________________________________________________

Ms. Horowitz (funding raising/club events)
_______________________________________________________

Ms. Horowitz (guest speaker)
________________________________________________________

Night school Assistant Principal
_____________________________________________________

Ms. Biscoito (cafeteria)
_______________________________________________________
Media Center

The Information Age brings additional challenges to the educational environment including increased knowledge and new technologies. Consequently, the Miami Sunset Library Media Center contains a wide variety of information formats (i.e. print, non-print, online and computerized retrieval systems), which reinforce and enhance our curriculum objectives. Our personnel support and encourage the continued and expanded use of management and presentation of information. By combining technologies with information skills and objectives, our students are taught to be productive, life-long learners.

The goal of the Library Media Arts program is to support, complement, and expand the instructional program of the school. Information services and resources permeate the entire curriculum and strive to meet the varying needs of all learners. The Library Media Center provides a learning environment that promotes inquiry, creativity, self-direction, critical thinking skills, and communication of ideas through print and non-print media.

Access

The Library Media Arts Center will operate on an open and flexible schedule, which permits access by individuals and small groups at the time of need or interest, and provides opportunities for teachers to send students to the Library Media Center at any time during the school day.

The Library Media Center is open throughout the school day Monday thru Thursday, 7:00 a.m. to 5:00 p.m., and then in the evening from 6:00 p.m. to 9:45 p.m. Fridays, 7:00 a.m. to 5:45 p.m.

Entire class visitations may be scheduled with the media specialist. Please plan at least two (2) days in advance so that equipment or instructional services can be provided. Teachers (including substitutes) must accompany the class while in the Library Media Center and are responsible for the discipline of the class. Book bags are to be left in the classroom except before school, after school and during lunch.

Individual students are encouraged to come to the Library Media Center throughout the day in order to complete class assignments, do research, check out books, and read for recreational purpose and/or use the computers. All individual students coming to the Library Media Center must have a pass. Each student’s pass will have the time the student left the classroom and will list the student’s assignment. Teachers may send no more than five students at a time.

Circulation Procedures

Instructional Staff

Teachers are encouraged to check out as many media materials as needed for personal and/or classroom use. Library books circulate on a long or short-term loan to faculty. Periodicals, and other special materials are usually checked out overnight, but the loan period may be extended for curriculum support purposes. Non-print materials also circulate on a long-term loan periods, but should be returned as soon as possible to maximize circulation and instructional support of other faculty members.

Many new computer software programs are now available for checkout. As per our license agreement, programs on disk may be installed on a maximum of five computers. A log is kept in the library that keeps track of which disks are still available for installation.

Copyright laws prohibit the use of videos in the classroom that are labeled “home use only”. The Library Media Center supports the M-DCPS copyright policies as described in Gary H. Becker’s Copyright A Guide to Information and Resources. A copy of Becker’s Quick Reference Guide has been forwarded to department chairs.
Audio-Visual Department

Equipment and Films
Equipment may be requested as needed. If the teacher is sending a student, the equipment requested must be listed on the pass with the teacher’s signature, date and time. Teachers and students may pick up All equipment and films from room 101C using the side hall entry door across from the west side of the auditorium. Most equipment may be checked out for the entire school year. All videocassette recorders (VCR's) are to be returned at the end of the school day.

Films may be ordered using the M-DCPS Film Catalog. Most selections are in the VHS format. The turn around time is approximately four days. Also, the Library Media Center houses one of the best collections in the county of videocassettes, laser disks, and CD-ROMs. Please come in to make your check out selection. You may also view our titles online on the Media Center's Homepage: http://sunseths.dade.k12.fl.us.MediaCenter/index.htm .

Click at the top on “non-print” catalog for the listing of in house materials. Finally, the Media Center offers Teacher’s Choice from the District Office.

Projector bulbs, (lamps), and other supplies are available from the Library Media Center. Please send the equipment in need of a lamp to the library so that someone can assist you. Damaged equipment should be promptly returned. If possible, please indicate the problem and advise if replacement is needed. Missing equipment should be reported to the Library Media Center immediately.

Production
The Library Media Center offers various production services for developing good quality instructional tools and student-made materials. The following production services are included:

Laminating: A laminating machine is available in the Library Media Center.

Binding: A binding machine is also available.

Creative Posters: A poster machine has been added to our services.

Students
Students may check out print and some non-print resources using picture identification. Books may be checked out for a period of two weeks and can be renewed if needed. Magazines, CD-ROMs, and audiocassette books are loaned on an overnight basis.

Students and staff are encouraged to use the Internet. M-DCPS provides many online data bases free to students and staff that are accessible from school and home. Parents and students may refer to the M-DCPS Code of Student Conduct for acceptable use guidelines. Students are required to sign in and produce picture identification at each time of online use. Word processors with printers are also available to meet student’s needs.
Instructional Services

Information Skills Instruction

Information skills instruction is an important aspect of the Library Media Arts program. These skills encourage the students to become independent and knowledgeable patrons. To correlate Information Literacy curriculum with classroom objectives, the Media Arts instructional program will have two components: an orientation for all of the Ninth Grade classes in the fall, and on-going instruction for appropriate skills to be scheduled as needed and before research projects are assigned. Additional services include reading guidance, book talks, and group book discussions: Please contact the media specialist for scheduling.

Reserve Collections

Print and non-print materials may be reserved in the Media Center for specific student projects. Please give two days’ notice so that these resources will be ready for your class. Students may check out any of these items overnight as specified by the teacher.

In-service Workshops

The media specialist offers in-service workshops throughout the school year. Topics include use of equipment, production of instructional materials, software application, and the latest trends in the country.

Student Aides

A student copier is available throughout the day.

Professional Library

The Professional Library houses a computer lab for teachers to complete their grades, access the Internet, word process, or email. Also to meet teachers’ needs, the Professional Library contains a Xerox copier, computer scanner, microfiche reader, and paper cutter.

Collection Development

The Library Media Center collection is a rich resource of print and non-print materials that not only enhance the instructional program, but also provide materials for recreational use by both faculty and students. Acquisition recommendations from faculty, administration, and students are therefore, essential to the continued development of the collection. These suggestions reflect curriculum and professional needs and provide the media specialist with important selection information. In order to meet the needs of staff and student, surveys are a continuous process. An active consideration file is maintained throughout the year.

Previewing is strongly recommended before print and non-print materials are recommended for purchase.
Purchasing

The media specialist originates purchase requisitions for all materials and equipment dealing with the Library Media Center. These resources are purchased in the late fall with specific deadlines varying each year. Periodicals are selected in the spring, purchased at the beginning of the school year. Check with the media specialist for deadlines and ordering information. Many material selection resources are available in the Library Media Center for identifying both new and standard materials available in all subject areas. The collection development process is ongoing.

Computer Software Regulations

United States copyright laws protect computer software and its manuals. It is legal to make a backup copy of software, but it is illegal to copy, use, and distribute software and manuals without a license. Site licenses are available and can be negotiated for offices where multiple copies are needed. Software and its accompanying manuals can be transferred on a permanent basis provided that any copy is deleted on the computer from which it is transferred. Failure to adhere to the regulations may result, and has resulted, in penalties, starting with a fine of $100,000 per illegal copy. As a public institution, Miami-Dade County Public Schools must open all purchasing records for review by any auditor from a software company that suspects copyright violations.

Student Supervision

All employees responsible for supervision of students and student activities are to take precautions protect the life, health and safety of every student. Safeguards to reduce or eliminate accidents and injuries should be in place at all times. Any accidents or injury should be reported to the administration immediately.

The supervising adult must complete a student accident report within 24 hours. Students must be supervised by designated school personnel at all times throughout the school day and at all pre-arranged school events. In instances where a teacher must leave his/her assigned students, the teacher must make provisions for supervision by designated school personnel prior to leaving the room.

SB Rule # 6Gx13-51.04
Telephone Use

Cell Phones

Cell phones should not be used for personal reasons during instructional time.

Long Distance Calls

The only telephone designated for long distance calls is located outside the Principal’s office. Long distance calls must be related to instructional assignment. You must sign the “log” every time you make long distance call. **Personal long-distance calls are prohibited.**

Television Studio

The following is an outline of services available to the faculty from the television studio.

I. Channel Selection

A. The following channels are commercial stations (see TV guide)

1. Ch. 2 WPBT, educational, PBS
2. Ch. 4 WFOR, CBS
3. Ch. 5 (17) educational, WLRN
4. Ch. 11 CNN
5. Ch. 14 (10) WPLG
6. Ch. 16 Discovery
7. Ch. 18 TLC
8. Ch. 20 History Channel
9. Ch. 22 CNBC

B. Channels, 6/8/10/12 and 13 carry programs that originate from our studio. The faculty and staff determine this programming. When these channels are off the air, they contain a school bulletin board and music.

C. Channel 3 is a bulletin board channel. It contains meeting times for clubs, important announcements, and a list of the programs playing on 6/8/10 and 12.

D. Channels 24-39 are sent from the school board and contain educational films. Schedules are available from Room 100 or your department chairperson. You may also schedule films yourself using “Teachers Choice” at [http://www.wlrn.ours/internetbookins](http://www.wlrn.ours/internetbookins). Your login ID is your employee #.
II. Programming on channels 6/8/10/12 and 13 consist of:

A. Morning news at the end of second period.
B. Live programs originating from the TV studio, auditorium or gym
C. DVD and VHS videotapes that require departmental approval

III. Checkout of Video Recorders

A. Video recorders are available from the Media Center.
B. You will be responsible for picking up and returning the machine.
C. You are responsible for the machine while it is in your possession.
   If you are using it for more than one day, please lock it safely in a storage room or return it to the Media Center. DO NOT LEAVE IT IN YOUR ROOM OVERNIGHT.

PLEASE UNDERSTAND THAT MOST OF THIS EXTRA WORK IS DONE ON FREE TIME AND IS SUBJECT TO THE AVAILABILITY OF THE STUDIO. PROJECTS WILL BE DONE IN THE ORDER THEY ARE RECEIVED WITH NO GUARANTEE WHEN THEY WILL BE COMPLETED.

Please see Natalie Gutierrez if you have a suggestion or question concerning any of the above material. If you feel that there is a problem with your television, please see an administrator.

Please do not move televisions from room to room.

RUNNING YOUR TELEVISION AN HOUR EACH DAY WILL HELP REDUCE PROBLEMS.

COPYRIGHT LAWS MUST BE OBSERVED

V. Television News

The television news presented by the students will contain local, national and international news. It will also contain school news and sports results. It will not contain routine meeting announcements’ but will contain changes or cancellations of meetings. All announcements will be made during the last five minutes of second period. Announcements over the P.A. will be kept to an absolute minimum, and they will be accepted on paper only in an emergency. Announcements will be accepted via e-mail only. The address is “7531TV@dadeschools.net”.

All club announcements and sales information must be turned into the television studio a week in advance if you would like to have it placed on the information channel.
All other announcements for the school news, such as sports results and emergencies, must be in the television studio by the end of period one if you want them included in the day’s news. At times will be necessary to delay or edit an announcement for the day due to our time limits. Decisions will be made based on any deadline dates mentioned in the announcement.

News will be broadcast daily during the week, except on Thursdays, when special taped presentations may be shown.

Work Hours

The employee workday shall be seven hour and 20 minutes for employees at the secondary level (7:10 a.m. – 2:30 p.m.). The workday shall include lunch and planning/preparation period.

A teacher may, with consent, be assigned an additional teaching period beyond the normal workday and shall receive compensations equal to one-eighth of the teacher’s daily rate.

Teachers must sign-in daily on the sign-in sheet located in the teacher’s lounge. The sign-in sheet is for payroll purposes only.

In the case of the late arrival or early departure from the work location, an employee present more than one-fourth and less than three-fourths of the workday is considered as having worked one-half day (7:10 a.m. – 10:50 a.m.); and an employee present three-fourths (7:10 a.m. – 12:40 p.m.) or more of the workday is considered as having worked a full day, upon prior notification and approval by the principal or the supervising administrator where no principal exists. If you have any questions or concerns regarding this, please see an administrator.