

Parent/Student
Handbook
2016-2017



www.mas.dadeschools.net

Dr. Miguel Balsera, Principal

Dear Parents and Students:

Welcome to another exciting school year at Miami Arts Studio 6-12 @ Zelda Glazer. As we plan to build on our academic success, the main focus will continue to be the academic achievement of all students. We are confident that together, “we will create magic.”

The student day runs from 7:30 a.m. – 2:30 p.m. Please support us by dropping off your child by 7:05 a.m. and picking him/her up promptly at 2:30 p.m. This allows us to give adequate supervision to students and close attention to safety concerns.

Additionally, the topic of respect will also be a focus at our school. Having a positive and safe school climate is critical for optimal learning. One key to promoting respect is to enforce school uniforms and proper behavior at school. Please refer to the Code of Student Conduct website for guidelines on student behavior policies: <http://ehandbooks.dadeschools.net/policies/90/index.htm>. The school handbook is designed to familiarize parents and students with the District’s procedures and guidelines.

Again, we welcome you to the Miami Arts Studio 6-12 @ Zelda Glazer family and wish everyone a successful 2016-2017 school year.

Sincerely,

Dr. Miguel Balsera
Principal

Vision:

Celebrate the
Magic of Learning.

Mission Statement:

Together we will nurture
a society of thinkers who are
knowledgeable and confident.



MAS 6-12 @ ZELDA GLAZER

2016-2017

bell schedule

Daily Bell Schedule

{A Day Periods 1, 3, 5, 7}

{B Day Periods 2, 4, 6, 8}

Block I= 7:30-9:05 a.m.

Block II=9:10-10:40 a.m.

Block III/Lunches = 10:45 a.m.-12:55 p.m.

Block IV= 1:00-2:30 p.m.

Lunch Schedule

1st Lunch= 10:45-11:25 a.m.

2nd Lunch= 11:30 a.m.-12:10 p.m.

3rd Lunch= 12:15 - 12:55 p.m.

Early Release Bell Schedule

Block I=7:30-8:30 a.m.

Block II= 8:35-9:35 a.m.

Block III=9:40-10:40 a.m.

Block IV/Lunches= 10:45 a.m.-12:30 p.m.

Attendance

Students are expected to attend all classes each day. Regular attendance is essential for students to attain academic goals and experience success in their daily challenges. Parent(s) will be notified of a student's absence by the school via phone. When a student returns to school from an absence he/she is to bring a note from a parent or doctor's office within 72 hours (3 days). The note should indicate the reason for the absence and must be signed by a parent or legal guardian. These notes (admits) are processed before 7:20 am in the main office. **Students are never to leave school grounds or premises without first being authorized by the office. The office handles all early dismissals and pick-ups. In an emergency (student illness), the parent will be notified of the student's condition and requested to pick up the student. The student will only be released to persons authorized on the Emergency Contact Card. (Photo identification will be required)**

The following are considered EXCUSED ABSENCES:

- A student's illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider.
- A medical appointment
- A death in the family
- Observance of a religious holiday or service
- A school sponsored event or activity that has been previously approved, for example, a field trip---An educational or enrichment activity that is not a school-sponsored event, as determined and approved by the principal or the principal's designee
- Subpoena by law enforcement agency or mandatory court appearance
- Outdoor suspension
- Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee---
The principal shall require documentation related to the condition

Additionally, as per School Board Rule 6Gx13-5A-1.04, "a student who accumulates ten (10) or more unexcused absences in an annual course or five (5) or more unexcused class absences in a designated semester course will be subject to the withholding of passing final grade(s) pending a student/parent requested administrative screening and/or review of all absences by the attendance review committee." Furthermore, after 5 absences, a parent note will no longer be accepted. The school requests appropriate medical documentation from a health care provider.

Tardiness:

- Please make necessary plans the night before so that you can arrive on time to school each and every day.
- Timely arrival to class is essential to maintaining an orderly learning environment. Students arriving to class after the 7:30 a.m. bell are considered late. Excessive tardiness may result in loss of privileges.
- Miami Arts Studio 6-12 @ Zelda Glazer's **UNEXCUSED Tardy Policy consists of the following Disciplinary Actions:**

1-4 tardy days: verbal and written warning

5-6 tardy days: after school detention

7 or more tardy days: indoor suspension

Each time a student is late he/she will receive a Tardy Notification Slip from their first period teacher which is to be signed by the parent so he/she is aware their child had an unexcused tardy for the day.

The signed slip is to be return to the first period teacher.

BICYCLES/SKATEBOARDS

If transportation to and from school is a bicycle or skateboard, there is a bicycle rack to secure the student's mean of transportation. The rack is located to the side of the main office and underneath the stairs to the Media Center. Students who are transported to and from school by other means are not to bring skateboards to school.

BREAKFAST

Breakfast will be served daily from 6:30 - 7:25 a.m. in the cafeteria. Students must arrive between the time frame indicated in order to receive breakfast. Breakfast is free for all students.

CLASSROOM AND SCHOOL CARE

Students should develop an attitude of personal responsibility for careful use of their "home" at school. Each student is responsible for his/her immediate seating area; furniture or any school property must not be written on, marked nor defaced in any way. Eating areas will be limited to the cafeteria; there will be no eating inside the classrooms.

LET'S ALL WORK TOGETHER TO KEEP OUR CAMPUS CLEAN AND BEAUTIFUL!

CODE OF STUDENT CONDUCT (CSC)

A model student who is responsible and practices positive comportment daily becomes a successful student and a mature adult who is worthy of emulating. Students need an environment that is safe and conducive to learning. To help provide and maintain that environment, the Code of Student Conduct:

- Describes that positive environment
- Describes that conduct which is disruptive of such an environment
- Strives to standardize those procedures which the school will use in responding to conduct problems
- Assures the rights of students when disciplinary action is taken
- Specifies the rights and responsibilities of students

The Code of Student Conduct is available at the school website and may also be accessed at <http://ehandbooks.dadeschools.net/policies/90/index.htm>

DRESS CODE

Board Rule 6Gx13- 5C-1.031

Students are expected to come to school with proper attention 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 with minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subject to appropriate disciplinary measures.

MIAMI ARTS STUDIO 6-12 @ ZELDA GLAZER IS A MANDATORY UNIFORM SCHOOL. UNIFORMS MUST BE WORN APPROPRIATELY EVERYDAY.

| Uniform Policy 2016-2017 | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Non-Magnet – Grades 7-8 | Magnet – Grades 6-11 |
| Blue or Grey School Polo with MAS Logo | Black Polo with MAS Logo |
| Black (cotton twill only) slacks | Khaki (cotton twill only) Pants |
| Belt | Belt |
| Closed Shoes | Closed Shoes |
| Black Jackets/Sweaters with MAS Logo | Black Jackets/Sweaters with MAS Logo |
| Grades 9-11 ONLY | |
| May wear White Polo with MAS Logo and Khaki (cotton twill only) Shorts (not shorter than top of the knee). | |
| <p>*Shirts (white or black) worn underneath the polo, must not extend beyond polo sleeve or below bottom of polo.</p> <p>*Spirit/Team/Club T-Shirts may be worn on Fridays ONLY.</p> <p>*All students must have their shirts tucked in.</p> <p>*No jeans, denim, leggings, “jeggings”, “skinnies”, “joggers” (elastic bottom cuff) or any other pants that are not in our uniform policy..</p> | |

VIOLATION OF THE UNIFORM POLICY:

WE ENCOURAGE STUDENTS AND PARENTS TO ASSIST THE SCHOOL IN COMPLYING WITH THE UNIFORM DRESS CODE POLICY. IF A STUDENT IS NOT APPROPRIATELY DRESSED IN THE STATED UNIFORM, HE/SHE WILL BE IN VIOLATION OF THE MIAMI ARTS STUDIO 6-12 @ ZELDA GLAZER’S UNIFORM POLICY. A PROGRESSIVE DISCIPLINE APPROACH WILL BE ENFORCED TO ENCOURAGE FULL AND CONSISTENT COMPLIANCE. This is a summary of the uniform policy and cannot cover all aspects. If in doubt regarding any aspect of the uniform policy, please contact the school.

ELEVATORS

The school elevators are to be used by individuals who are handicapped and cannot use the stairs.

EMERGENCY CONTACT INFORMATION

Student Data/Emergency Forms are distributed during the first week of school. Students are expected to take the form home and present it to their parents and/or guardian. The form must be carefully completed and then returned to the first period teacher. The information you provide on the Student Data/Emergency Form will enable the school staff to contact you immediately in case of an emergency.

Students may only be released from school to the person(s) listed on the emergency contact Emergency Student Data Form after presenting picture identification. No person(s), other than school staff, will have access to the information submitted.

EARLY DISMISSAL - BOARD RULE 6Gx13-5A-1.041

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final 30 minutes of the school day, unless authorized by the principal or designee (i.e., emergency, sickness).

NO STUDENTS WILL BE RELEASED EARLY AFTER 1:50 p.m. OR (11:55 a.m. ON EARLY RELEASE DAYS)

GENERAL RULES:

1. Students are to WALK through the hallways and on campus at all times. Please stay to the right when walking on stairways. Running is not permitted.
2. All students must have a pass to be in the halls during classes. It is the student's responsibility to secure a pass from the teacher prior to leaving the classroom.
3. Smoking is against the Student Code of Conduct set by our district. Students caught smoking, or caught with cigarettes/electronic cigarettes in their possession, will face disciplinary action from the school administration in accordance with the Student Code of Conduct.
4. Controlled substances are prohibited. Any student in possession, distributing and/or selling a controlled substance shall be suspended from school and recommended for expulsion in accordance with the established rules of the School Board.
5. Gum chewing is not allowed at Miami Arts Studio 6-12 @ Zelda Glazer.
6. Weapons are prohibited. The term weapon, as defined by the Miami-Dade County Public Schools System, is any instrument that can be used to threaten or injure another individual. Any student possessing a weapon shall be subject to suspension and recommendation for expulsion from school. Any student using a weapon shall be recommended for expulsion from school.
7. Loitering is not permitted. Students who are not bussed to school are expected to report to school grounds immediately prior to the opening of school. Students should not congregate across the street or loiter on the way to or from school. For the safety of all students, no one should remain on campus more than 15 minutes after the end of the school day unless participating in a school sponsored activity.
8. Leaving campus-After arriving on campus students are not allowed to leave the school unless they have proper authorization.
9. Sales on school property-The selling of any item on school property including school buses, for personal gain or fundraising for personal gain or fundraising for outside organizations is prohibited by the School Board. The principal must approve all sales.
10. Textbooks/Laptops are on loan to students. Students have the responsibility to keep these in good condition. If a student defaces or loses a book, a CD, a laptop, or any school materials he/she must pay for it before being issued another one.
11. Detentions are assigned for various disciplinary infractions. Failure to serve detentions leads to escalating disciplinary actions and loss of privileges.
12. Clinic-Students must secure passes in order to enter the office and the clinic. The clinic is a place used during emergencies and as a "holding facility" for ill students awaiting parents. The student must sign in the Call Log and call the parent. Then, he/she must sign in the Clinic Log. Medication will not be provided.
13. Electronic Devices-Electronic devices are only allowed with special permission granted by classroom teachers or school personnel. These items disrupt the learning environment. If confiscated they will be returned only to a parent. The school will not be responsible for the loss of these items under any circumstances.
14. Vandalism-Parents must pay for damage done to school property as a result of their child's actions. Parents are liable for up to \$2500.00 in damages.
15. Markers-Marking pens not requested by a teacher are strictly prohibited.
16. Cell Phones-Miami Dade County Public Schools board rule allows for students to have cell phones in their possession while in school. All phones are to be powered OFF during school hours. This rule specifically states that the use of cell phones should be for EMERGENCY purposes only. If a student needs to make any phone call during school hours, he/she is to request permission to visit the main office in order to use the school phone. Students using cell phones in the school building during school hours will have the phones confiscated pending a parent conference. A progressive disciplinary approach will be enforced to encourage full and consistent compliance.
17. No rolling book bags are allowed.

GRADING:

Grades are officially reported to parents four times per year, once every nine week. Three types of grades are given: academic, effort, and conduct. The grading scale is as follows:

| <u>Academic Interpretation</u> | | <u>Effort Number Value</u> | <u>Conduct</u> |
|----------------------------------------------------|---------|----------------------------|-----------------------------|
| A - Outstanding: Outstanding progress | 90-100% | 1 - Outstanding | A - Excellent |
| B - Good: Above Average progress | 80-89% | 2 - Satisfactory | B - Good |
| C - Satisfactory: Average progress | 70-79% | 3 - Needs Improvement | C - Satisfactory |
| D - Improvement needed: Lowest acceptable progress | 60-69% | | D - Improvement needed |
| F - Unsatisfactory Progress: Failure | 0-59% | | F - Unsatisfactory progress |

GUIDELINES FOR STUDENTS DURING LUNCH:

1. Students are to report to the cafeteria in an orderly fashion as directed by teachers.
2. Students are not to walk out of line to "meet up" with other classmates from different classes.
3. After entering the cafeteria students are to follow the instructions of school personnel and sit at their assigned table.
4. The noise level must be controlled in order to have a proper and orderly environment during lunch. Students are not to yell or speak loudly to those not sitting in their immediate area.
5. Students are responsible for the trash dropped or left behind in their sitting area.

GUIDELINES FOR STUDENTS DURING CAFETORIUM ASSEMBLIES:

1. Students must be seated together with their class and/or teacher.
2. Please be respectful and courteous to the individual(s) on stage. The school expects appropriate expressions of behavior during assembly programs.
3. Booing, hissing, stomping feet, gum popping, whistling, yelling or leaving your seat are UNACCEPTABLE forms of expression. Students expressing themselves in such a manner will be removed from the cafetorium and reprimanded according to the guidelines of the Student Code of Conduct.

HEALTH SCREENING:

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

The Florida Legislature Statute, 381.0056, and School Board Rule 6Gx13-5D-1.021 of the School Health Services Program, mandates scoliosis screenings to be performed annually for students in sixth grade. Consequently, your school has been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public Schools Comprehensive Health Services and Easter Seals of South Florida. Parents will be notified of the school's scoliosis screenings. Trained Easter Seals personnel will perform this screening.

The Florida Legislature Statute, 381.0056 and School Board Rule 6Gx13-D-1.021 of the School Health Services Program, mandates vision and hearing screenings to be performed annually for students in sixth grade. The school will send a letter to all parents notifying when the screenings will take place.

IMMUNIZATIONS - Requirements for School Entry:

1. A complete Florida Certification of Immunization - Blue Card (Form DH680) - according to grade level
2. Beginning with the 2009-10 school year, all middle school students must have one dose of the varicella vaccine and all 7th graders are required to be inoculated with the Tdap vaccine.
3. State of Florida School Entry Health Exam - Yellow (Form DH3040) - no older than 12 months
4. Tuberculosis Clinical Screening, PPD or Chest X-ray

MEDICATION:

School personnel shall not administer medication to any student without complying with the procedures approved by the Miami-Dade County Public Schools and Miami-Dade County Department of Health. If there are illnesses or conditions, which require medication, contact the office for these procedures. Students are not permitted to administer medication to themselves on school grounds.

HOME LEARNING:

Home learning assignments are meant to reinforce the daily and weekly objectives of the classroom. All subject areas are pertinent in the development of basic skills. Home learning assignments can consist of teacher-made questions, chapter summations, long-range projects, research papers, problem-solving exercises, studying for quizzes/tests and other teacher-directed activities.

OUTDOOR SUSPENSION:

All students placed on outdoor suspension will receive an F for every class missed, unless work is made-up and turned in by the student according to the due dates assigned. The student is responsible for asking his/her teacher for missed work. These grades will be averaged with all other grades from the regular period. Students on outdoor suspension forfeit their participation in extra-curricular school wide activities.

INSURANCE:

The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. Schools are responsible for forwarding enrollment applications to Mutual of Omaha. See the application for complete policy benefits, rates and exclusions. This policy is given to students the first week of school and is also found on our school website.

INTERDISCIPLINARY TEAMS:

At *Miami Arts Studio 6-12 @ Zelda Glazer* our interdisciplinary team consists of teachers from different subject areas and the group of students they commonly instruct. Team teachers plan, coordinate and evaluate curriculum and instruction across academic areas. Teams cultivate meaningful and regular communication with families. Teams often share the same schedule and the same area of the building. For teachers, teams provide a collaborative and supportive work group. For students, teams offer stable relationships with teachers and peers.

Benefits of school teaming include:

1. Student-centered focus
2. Strong commitment to academic achievement.
3. Collaborative policies and accountability systems.
4. Strong sense of team community.
5. Regular communication with parents.
6. A proactive approach.
7. Teachers who work professionally and collaboratively.

INTERIM PROGRESS REPORTS:

An "**Interim Progress Report**" will be issued to each student in the middle of each nine-week grading period to notify parents of student's academic status. Students sign to acknowledge receipt of this report. Additionally, an "**Unsatisfactory Progress**" notice will be sent at any time a student's grades drop to unsatisfactory before the end of each grading period.

INTERNET USE POLICY: - BOARD RULE 6Gx13-6A-1.112

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

PARENT-TEACHER-STUDENT ORGANIZATION (PTSA):

The Parent-Teacher-Student Organization (PTSA) of Miami Arts Studio 6-12 @ Zelda Glazer is an integral part of our school, providing services to students, enriching the school experience and assisting teachers and administrators. Both parents and students are encouraged to join teachers in support of the purpose and objective of the PTSA. Your support of the PTSA is important to the success of the Miami Arts Studio 6-12 @ Zelda Glazer PTSA and school programs.

PARENT PORTAL:

Parents/guardians of all Miami-Dade County Public Schools students, including employees, have access to the **Parent Portal**. In order to access the information in the portal, you must first establish a parent user account. At this time, you can see and update personal information, see your child's information - including grades, attendance, and bus route information, and have access to the Parent Resource link, which takes you to sites such as Parent Academy, School of Choice, etc. Visit www.myportal.dadeschools.net/parent/ for information on how to create an account.

PHYSICAL EDUCATION PROGRAM:

Students are expected to "dress out" in the appropriate P.E. uniform attire (grey t-shirt and black shorts) even when they are not feeling well enough to participate in regular activities. A written medical excuse is required to exempt a student from enrolling or participating in P.E. class. P.E. uniforms will be sold at school and are mandatory for all students enrolled in physical education. The P.E. teacher will assign every student taking physical education a locker. Only locks purchased at Miami Arts Studio 6-12 @ Zelda Glazer may be used in the P.E. locker rooms. The P.E. teacher will announce when the locks will be available.

PROCEDURE FOR REQUESTING PARENT/TEACHER CONFERENCES:

We encourage a close line of communication between parents and teachers. You can request a return phone call from a teacher via the main office or note given to the student. When a conference with a teacher is necessary, parents are to contact the individual teacher for an appointment. If you wish a team conference, please make arrangements with the counselor.

SCHOOL CENTER FOR SPECIAL INSTRUCTION (SCSI)

Assignment to indoor suspension may be made in lieu of outdoor suspension. Students will have the opportunity to earn academic grades while in SCSI. Teacher(s) will provide student work to be completed in SCSI. Academic grades earned while in SCSI will be averaged with the student's regular classroom grades for the grading period. The student must make up all work missed in order to receive grades for the assignments.

SCHOOL HOURS:

School hours are from 7:30 a.m. - 2:30 p.m.

STUDENT DROP-OFF/PICK UP:

For the safety of your child, use the designated parent drop off area (loop on 152nd Avenue). Please do not use the teachers' parking lot or the bus loop to pick up or drop off your child.

STUDENTS WITH EXTENDED ABSENCES:

When a student is going to be absent for an extended period of time due to illness, the parent may call the guidance counselor to request assignments. It is the responsibility of the parent to arrange for these assignments to be picked up.

SUPERVISION BEFORE/AFTER SCHOOL:

The safety and well-being of students is a priority at our school. THERE WILL BE NO SUPERVISION AVAILABLE FOR STUDENTS ARRIVING EARLY TO SCHOOL OR LEAVING LATE FROM SCHOOL. Student arrival and departure times should coincide as closely as possible with the opening and closing of school hours. In addition, no student should remain on campus more than 15 minutes after the school day ends unless participating in a school sponsored activity. Our students' safety is our top priority. Please help us maintain the safety of your children.

ALL STUDENTS WALKING OR RIDING A BIKE HOME MUST LEAVE THE CAMPUS at 2:30 p.m. SPECIFIC LAWS PROHIBIT UNDERAGE STUDENTS WHO DO NOT ATTEND A SPECIFIC SCHOOL TO CONGREGATE IN OR NEAR ANOTHER SCHOOL'S CAMPUS DURING THE HOUR PRIOR TO THE BEGINNING OF CLASS OR THE HOUR AFTER DISMISSAL. STUDENTS MUST NOT RIDE THEIR BIKE OR SKATEBOARD ON SCHOOL PROPERTY.

TRANSPORTATION:

Students are entitled to free school bus transportation if they live two or more miles from their designated school, as determined officially by the Miami-Dade County Transportation Department. However, the school reserves the right to suspend any student from taking the bus if he/she violates the "Student Code of Conduct" on the bus. Students are to be seated at all times on the bus. Proper behavior on the school bus is crucial for the safety of all students.

VISITORS:

In order to promote and maintain a Safe Learning Environment report to the main office when visiting our school. Our office personnel will inform you of the appropriate procedure.

VOLUNTEERS:

All volunteers must complete, sign and date a Miami-Dade County Public Schools' School Volunteer Program *Registration Form (FM-1764E)* and be approved before being placed, in a school, or beginning service as a school volunteer.

YOUR FUTURE IS UP TO YOU!!!

STEPS TO STUDENT SUCCESS:

- Believe in yourself!
- Set goals for yourself and work hard to achieve them.
- Be honest and trustworthy.
- Seek the help of any staff member, if you find yourself having problems; we can't help, if we don't know.
- Get involved! We have many clubs and activities and these help make school a great experience!

During this time of your life, EDUCATION is your career. Coming to this school is your job and your basic job expectations are as follows:

1. Take PAPER AND PENCIL to each class daily.
2. Come in appropriate uniform to school every day. Your appearance says a lot about yourself!
3. Take your AGENDA to each class daily and keep it in good condition. You will need it in order to write down your class assignments, tests dates and special projects.
4. Be responsible for taking the appropriate materials to class daily (textbooks, home learning assignments, projects, etc.).
5. Always have a book to read in your spare time.
6. Complete your home learning and class assignments on time.
7. Put forth your best EFFORT at all times.
8. Study for tests.
9. BE RESPECTFUL! Have a good attitude towards your teachers and other adults.
10. Always do the right thing! Be a good role-model to others.

PARENTS: PLEASE CHECK YOUR CHILD'S AGENDA DAILY in order to monitor notes home to you and to keep track of your child's home learning assignments, tests dates and special projects.

Tips to Scoring High on Florida Standardized Testing:

Months Prior to the Test:

- Understand that they are tests that measure school performance based on standards in Reading, Mathematics, Writing, and Science courses.
- Understand how you will be scored on the test and learn what your score means to you and your school.
- Study hard in each and every class, because Reading, Writing, Science, and Math can be found in every class that you take.
- Determine that performing well in school and on the tests are a big priority in your life.
- Listen and learn from your teachers when they provide tips and learning experiences that urge you to "think."
- Read for sixty minutes a day, thirty in school and thirty at home.
- Studies show that children who watched fewer than three hours of television a day scored higher on standardized reading tests than those who watched more.
- Read newspapers, magazines, food labels, recipes, letters, and instructions, in addition to fiction and nonfiction books.
- Attend tutoring classes.
- Learn how to answer each kind of question - multiple choice, gridded response, short/long answer.
- Learn strategies on identifying the setting, the characters, and how stories start and end. Be sure that you can tell the main parts of the story in order.

One Week Prior to the Test:

- Review all of your Testing Tips every night prior to the test.
- Get a normal night's sleep for each of the five days prior to testing. (Sleep loss is cumulative, and losing a small amount of sleep days prior to testing will add up to poor performance on test day)
- Take one night during the five nights prior to the test to review Math formulas and problem-solving techniques that you have learned.
- Eat a good dinner the night before and a good breakfast the morning of the test.
- Determine a strategy that you will use when reading over a passage and answering multiple choice questions. (Practice if needed.)
- Determine what you will do when faced with a question that you have no idea how to answer.
- Warm your brain by reading for at least 45 minutes at home on each of the five nights prior to testing.
- Relax ... don't panic ... you will do just fine.

Test Day:

- **BE SURE TO BE PRESENT EVERY TEST DAY.** Students taking tests on makeup days tend to score lower.
- Eat a good breakfast. Hunger can lead to poor performance.
- Relax! All of the hard work is done. Now is just the time to prove that you have been working hard and have learned what is expected of you.
- Get to school on time and be sure to talk with friends to break the tension.
- Be sure to drink enough water so you will not get dehydrated. A dehydrated body will lead to poor performance. Too much water will also cause problems if you need to use the restroom during testing.
- Avoid all strenuous activity before school such as running, football, or baseball.
- Listen carefully to all test-taking directions given by the teacher, and ask questions about those directions that are not clear.
- Think positively; tell yourself that you can do this.
- To help calm down, breathe in and out slowly and deeply.

During the Test:

- It is normal to be nervous when you take a test. Try to relax and think about the readings.
- These are timed tests. Concentrate and work at a steady pace.
- Multiple Choice: Multiple choice questions are worth one point each. Carefully determine the correct answer and then look for the answer in one of the four choices. If your answer is not there, you will need to redo the problem in math or rethink the problem in reading or science. Remember to look back in the text for the correct answer. Underline/highlight as you read.
- Gridded Response: Gridded response questions are worth one point each. Carefully write the number in the space above the bubbles. Fill in each bubble to match the number above it. Blank spaces should remain blank with no writing or bubbles filled in the space.
- As you are taking the test, systematically check to be sure that you are bubbling your answers in the correct area and number.
- As you are reading a multiple-choice question, try to come up with the answer in your head before you look at the choices.
- Occasionally check the time and make sure you are on track.
- For each item, very carefully read the entire test item and all the possible answers.
- Answer the easier questions first and persevere to the end of the test and attempt to answer every question, regardless of difficulty.
- Keep a positive state of mind and do your best!
- Be sure to move on to a new question if you are confused and are having a difficult time remembering something. Coming back later sometimes triggers your memory to remember what you have forgotten
- Mark questions that you want to return to.
- If you decide to change an answer, completely erase the old one.
- If you answer all the questions in a given section and there is still time left, go back and be a detective. Reread each question and your answer and see if they make sense.
- Relax...don't panic...you will do fine. Don't leave blanks - there is no penalty for guessing or for wrong answers.
- Tackle the test. These tests are not like the ones your teacher gives. There will be questions that seem too easy and questions that seem too hard. Your goal is to think positively and to score as many points as you can.
- Don't let the test trick you. Always read to the end of the answer choices. Cross off answers you know are wrong.
- If you have questions about what to do, raise your hand and ask!
- Change answers only when you are certain. The answer which comes to mind first is often the correct one. Reviewing with an anxious mind and changing answers when you are not certain can do more harm than good.
- Keep a steady pace and do not let more difficult questions affect your attitude and steal your valuable time. Students often cloud their minds by lingering over difficult questions. Moving on and finding success with other questions is a better method.
- Final Words of Wisdom about taking these tests:
 - Avoid being lazy! You only fail yourself if you don't try and give it your best
 - When testing is complete, enjoy the rest of the day and be proud of your effort.
 - Your parents, teachers, and administrators believe in you!!!!

Anti-Discrimination/Harassment Anti-Discrimination/Harassment (Students) – Board Policy 5517 and 5517.02

M-DCPS does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices. Please refer to School Board Policies 5517 - Anti-Discrimination/Harassment (Students) and 5517.02 - Discrimination/Harassment Complaint Procedures for Students for more information. Questions, complaints or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132; PH: 305-995-1580 or e-mail address: crc@dadeschools.net. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Anti-Discrimination Policy

Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

[Title VI of the Civil Rights Act of 1964](#) - prohibits discrimination on the basis of race, color, religion, or national origin.

[Title VII of the Civil Rights Act of 1964 as amended](#) - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

[Title IX of the Education Amendments of 1972](#) - prohibits discrimination on the basis of gender.

[Age Discrimination in Employment Act of 1967 \(ADEA\) as amended](#) - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

[The Equal Pay Act of 1963 as amended](#) - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

[Section 504 of the Rehabilitation Act of 1973](#) - prohibits discrimination against the disabled.

[Americans with Disabilities Act of 1990 \(ADA\)](#) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

[The Family and Medical Leave Act of 1993 \(FMLA\)](#) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

[The Pregnancy Discrimination Act of 1978](#) - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

[Florida Educational Equity Act \(FEEA\)](#) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

[Florida Civil Rights Act of 1992](#) - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

[Title II of the Genetic Information Nondiscrimination Act of 2008 \(GINA\)](#) - prohibits discrimination against employees or applicants because of genetic information.

[Boy Scouts of America Equal Access Act of 2002](#) - no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies [1362](#), [3362](#), [4362](#), and [5517](#) - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.