



*Lincoln-Marti Charter Schools  
International Campus*

**Parent-Student Handbook  
2023-2024**

151 East Lucy Street  
Florida City, FL 33034  
(305) 242-3330  
<https://lincoln-marticharters.com>



*Lincoln-Marti Charter Schools  
International Campus  
151 East Lucy Street  
Florida City, FL 33034*

## **VISION STATEMENT**

We will assist the Florida public schools in setting the standard for educational quality. The core values of honesty, respect, tolerance, fairness, self-discipline, integrity, responsibility, citizenship, work ethic, and trust will be the foundation upon which our schools will be built.

Students enrolled at Lincoln-Marti Charter Schools (International Campus) remain active with Miami-Dade County Public Schools and retain entitlement to all applicable policies. Students will take pride in their school and will respect the dedicated teachers and staff who commit their lives to education. Students will hold themselves to high standards of achievement and academic excellence. They will be grateful for the privilege of receiving an education and they will strive, to the best of their ability, to accomplish their educational goals. All students will have an equal opportunity to receive a quality education.

Parents will have the right to participate and will be encouraged and expected to get involved in their school, including the governance of their school. Parents will support the teachers and the administration of the school and will follow through at home to make certain their children live up to their school commitments and obligations. Our school will respect the diverse cultures and faiths of parents and students and our school will be a place of tolerance and understanding.

Academic standards will be high and all students will have a personal education and goal plan to ensure direction and encouragement along a path that allows them to become the best they can be. All students will be proficient in the core essentials of learning and will be prepared to be successful in their continuing education, in their chosen careers, and as productive citizens of the United States.

The faculty and staff of our school will be competent and caring professionals who will work as teams to teach, coach and motivate students to learn. They will continuously strive to increase their skills, to be proficient in the latest educational technologies and to be outstanding role models for students. The faculty and staff will be mentors and advisors to students and parents. They will be aware of the personal educational needs of each of their students. They will be aware of their responsibilities and live up to the high expectations of their profession and will take an active role in their communities and in their school.

The future of our country and our American way of life depends on the education of our children. In Florida, we must rise to the challenge and rebuild our public education system into a responsive institution that serves our students, our state and our country with pride and distinction.

Parents will complete an application and sign a contract with the school. By signing the contract, parents will agree to transport their child to our facility and to pick up the child. We will receive students beginning at 7:00a.m. to accommodate working hours and expect them to be picked up by 6:00 p.m. Optional before school care and after school care services are available at an additional cost. Our school instruction day will be according to the following schedule:

<b>Grades</b>	<b>Start</b>	<b>Dismissal</b>
K-2	8:00 a.m.	3:00 p.m.
3-8	8:00 a.m.	4:00pm

Parents will also provide uniforms for their children.

Our intent is to concentrate on teaching the students responsibility, ethics, morals, respect, good manners, citizenship, work ethic, and pride in the democratic process by which we live. They will learn to listen, comprehend, and to communicate verbally and in writing. It is our belief that the ability to be an effective communicator is the foundation for a successful and a productive life.

Lincoln-Marti Charter Schools, Inc. is a non-profit corporation dedicated to creating better public schools for Florida residents. We have a vision for Florida, based on our belief that we all want the same thing: outstanding schools. By empowering parents and teachers and by working together, we can make our schools into what we know they can be.

## SCHOOL LEADERSHIP DIRECTORY

Name	Title	Email
Barbara Sanchez	Principal	Bsanchez@lincoln-marti.com
Marielys Llorente	Assistant Principal / ESE	Mllorente@lincoln-marti.com
Yindira Ruiz	Counselor	Yruiz@lincoln-marti.com
Alexandra Groso	ESOL Coordinator	Agroso@lincoln-marti.com

### Lincoln-Marti Charter Schools Governing Board Meeting Dates

July 21, 2022
August 25, 2022
September 29, 2022
October 27, 2022
November 17, 2022
December 15, 2022
January 26, 2023
February 23, 2023
March 23, 2023
April 27, 2023
May 25, 2023
June 29, 2023

### PROCEDURES FOR ADDRESSING THE BOARD

Parents, concerned citizens and the general public can sign-up to address the Governing Board at a board meeting. If someone would like to address the Governing Board, that person can do so at the board meeting by writing his or her name on the speaker's list that is available at the meeting. When the public comment portion of the agenda begins, the Governing Board Chair will call the names of the persons who signed-up to speak in the order that they appear on the list. Each speaker is allotted a minimum time of two minutes to address the board. If additional time is needed, the speaker may ask the board to extend the time.

## REGISTRATION REQUIREMENTS

Documents required for enrolling a student in Lincoln Marti Charter Schools:

1. Copy of Birth Certificate
2. Photo Identification of Parent/Guardian
3. Proof of address
4. Previous transcripts and records from former school (if required)
5. Health and Immunizations forms (blue and yellow)
6. Completed Registration packet

## LOTTERY POLICY

If the school has more students applying for admission to Lincoln Marti Charter Schools Little Havana Campus than can be admitted, then the lottery system will be used. The school will have Open Enrollment if the school has space available within the grade levels.

## SCHOOL HOURS

Office Hours	6:00 a.m. – 7:00 p.m.
After Care (K – 5 <sup>th</sup> grade ONLY)	3:00 p.m. – 6:00 p.m.

## SCHEDULE

7:00 a.m.-7:30 a.m.	Students Arrive K – 5
7:00 a.m. – 7:45a.m.	Students Arrive 6 - 8
8:00 a.m. K -5 8:00 a.m. 6 – 8	School Begins (after this time students are considered tardy)
11:00a.m. – 1:00 pm ( By Grade)	Lunch
4:00pm-4:30pm	3rd – 8 <sup>th</sup> grade Dismissal
3:00 p.m. - 6:00 p.m.	After Care (Grades K – 5 ONLY)

## DROP OFF PROCEDURES

Beginning at 7:00am parents are to drop off their child using the 'drive thru' system located on Lucy Street (please follow the signs). Students who arrive after 8:00 a.m. must be brought to the office and **signed in late by a parent**. Please do not drop off your child in the front parking lot and allow them to enter the building unattended--**they must be brought in and signed in by an adult**.

## PICK UP PROCEDURES

Students will be dismissed utilizing the 'drive thru' system. Dismissal is at 3:00 p.m. for Kindergarten through grade 2. 4:00 p.m. for grades 3 through 8. Please ensure the student name template is visible on your dashboard.

<b>Kindergarten- 2<sup>nd</sup> Grade</b>	<b>Dismissal at 3:00pm</b>
<b>3<sup>rd</sup>- 8<sup>th</sup> Grade</b>	<b>Dismissal at 4:00pm</b>

## ATTENDANCE POLICY

When your child will be absent from school, please call the school office (305-242-3330) and leave a message that morning to report the absence and reason for absence. If you do not call in to report the absence within 48 hours, your child will receive an "unexcused absence." You must call in each day your child is out. A child will be considered tardy if he comes to school after 8:00 a.m. Research has shown that there is a strong correlation between attendance and achievement in school. Therefore, our attendance policy will be strictly enforced in accordance with Miami-Dade County Public School policy. Please do your best to get your child to school on time every day!

## EARLY DISMISSAL

If you need to pick up your child during school hours, you must do so through the main office. You will be required to sign an Early Dismissal Log at which time we will call your child to come to the office. We encourage parents to schedule doctor appointments after school hours in order to minimize disruption to the classroom. **You may not sign your child out 30 minutes before dismissal.**

### Middle Bell Schedule

7:30 AM – 8:45 AM Period 1  
**(8:35am – 8:45 Morning Announcements)**  
8:50 AM – 10:25 AM Period 2 or 3  
10:30 AM – 12:50PM Period 4 or 5  
12:55 PM – 2:30PM Period 6 or 7

**Lincoln Marti Charter Schools International Campus**  
**2022-2023**  
**PARENT CONTRACT**

We would like to take this opportunity to inform you of the following school rules and procedures:

- The parent/guardian is responsible for providing updated contact information to the school. In addition, parent/guardian must report any medical/health problem that may be affecting their child to the school administration.
- Students who are absent from school will be marked unexcused until they provide written documentation to justify the absence. Written documentation must be received within 3 days of the absence.
- The school day begins at 8:00am. (K – 5)/7:45a.m. (6 – 8). Any student arriving after the start time will be issued a late pass and will be tardy in the attendance system.
- Students will NOT be released to any person whose name does not appear on the Emergency Contact Card kept on file in the school office. **Students will not be dismissed 30 minutes prior to the regular dismissal time without prior notice. There are NO EXCEPTIONS!**
- Any unauthorized item brought by the student to the school will be confiscated. The school administration reserves the right to keep said item until claimed by the student’s parent or guardian at a meeting with a school administrator to review the list of unauthorized items and the consequences for bringing said items to school. Any reoccurrence of this type of infraction by a student will be grounds for the school to confiscate the offending item to be returned only at the end of the school year.
- Transportation must be provided or arranged by the parent or guardian. The school is not responsible for a student’s transportation to and from school. The school shall comply with the requirements of Section 1006.22, Florida Statutes.
- **Students are expected to wear the school uniform on a daily basis.** Uniform jackets and sweaters are available for cold days. No other cold weather clothes must be worn. Students are **not** to wear jeans, leggings, pajamas, sweatpants, hats, hood/caps, bandanas, open-toe shoes (no crocs or slippers) or sunglasses. Students must wear only the school uniform jacket or sweater. **Jackets or sweaters with a hood will NOT be allowed.**
- Students will be provided a lunch form at the beginning of the school year. Students who are eligible may receive free or reduced price meals through the National School Lunch Program. **Parents are not allowed to drop-off food during the school day.**

**Lincoln-Marti Charter International Campus students are Miami Dade County Public Schools students and must abide by the Miami-Dade County Public Schools’ Code of Student Conduct.**

If any provision of this contract is contradicted by M-DCPS School Board rules or Florida Statutes, M-DCPS School Board rules and Florida Statutes shall prevail.

**We understand the rules for the school and will abide by them.**

**Student’s Name:** \_\_\_\_\_ **Grade in 2022-2023** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**CODE OF CONDUCT**  
**Lincoln-Martí Charter Schools (International Campus)**

**The Lincoln-Martí Charter School Code**

- |                 |                    |                       |
|-----------------|--------------------|-----------------------|
| 1. Be Attentive | 7. Be Orderly      | 13. Take Initiative   |
| 2. Be Obedient  | 8. Be Forgiving    | 14. Have Self-Control |
| 3. Be Truthful  | 9. Be Sincere      | 15. Be Punctual       |
| 4. Be Grateful  | 10. Be Virtuous    | 16. Be Resourceful    |
| 5. Be Generous  | 11. Be Responsible | 17. Have Discretion   |
| 6. Be Creative  | 12. Be Tolerant    | 18. Be Patient        |

**If a Student Does Not Follow Our Code:**

**Consequences**

**1<sup>st</sup> consequence** Verbal warning - If negative behavior proceeds, refer child to guidance.

**2<sup>nd</sup> consequence** Student is referred to student services

**3<sup>rd</sup> consequence** Parent contacted and a referral/letter sent home - a referral/letter is sent home to make the parent aware that negative behavior has escalated past loss of privilege.

**4<sup>th</sup> consequence** Child is sent to the Administration and the parent is called to schedule a conference regarding positive solutions to negative behavior.

**5<sup>th</sup> consequence** In School Suspension- ISS - /disciplinary hearing with the LINCOLN-MARTI CHARTER SCHOOLS (INTERNATIONAL CAMPUS) Board Representatives/ referral sent home and filed with the Miami-Dade County Public Schools.

**6<sup>th</sup> consequence** Out of school suspension / disciplinary hearing with the LINCOLN-MARTI CHARTER SCHOOLS (INTERNATIONAL CAMPUS) Board Representative/ referral sent home and filed with the Miami-Dade County Public Schools.

**SEVERE CLAUSE** Fighting, Profanity, Disrespect or Disruptive behavior may result in immediate suspension from school (OSS). Parent will be contacted and may be called to pick up the student.

**\*Each teacher has his/her own behavior management system in the classroom. By the time a student has gotten to the 1<sup>st</sup> consequence, he/she has already gone through the steps in the classroom. Please see your child's teacher to find out the management system used.**



## **Guidelines for Volunteers**

1. The safety and education of students must be the main concern of volunteers while engaged in school activities.
2. Individual student's grades, records and abilities are personal and confidential information. Students have a right to confidentiality under Florida Statute 228.093 that covers:

Academic work completed	family background information
Standardized test scores	attendance records
Health data	grades
Interest inventory reports	teacher or counselor ratings and
reports of serious or recurrent observations behavior	
patterns	
3. Students may not be given medication by volunteers.
4. Volunteers will not contact parents regarding student performance or behavior.
5. Classroom supervision and student discipline are the responsibilities of the teacher and school.
6. Permission for a student to leave the classroom must always be given by the teacher.
7. Volunteers are required to sign in and out.
8. For identification, volunteers are required to wear a name badge when helping with school activities.
9. Volunteers will be assigned only to staff members requesting assistance.
10. Punctuality and reliability are expected since teachers plan for volunteer assistance.
11. Comparing and criticizing teachers and students is not acceptable volunteer behavior.
12. Volunteers should be in good physical and mental health.
13. Volunteers are expected to be well-groomed and dressed appropriately.
14. Volunteers should set a good example for students by their manner, appearance and behavior.
15. Volunteers should receive a receipt reflecting the amount of hours as well as a description of the work performed prior to leaving the office.

## What School Volunteers Do

School volunteers work with teachers who request them to:

### **EXTEND** the teacher's teaching time

- read stories , assist in labs , answer questions , check student work.
- create learning centers, tutor in math and reading ,use audio-visual equipment.
- find materials for classroom use
- help older children with research
- reinforce skills by providing extra drill work with non-English-speaking children
- play spelling, phonics language, math games assist child with make-up work and missed tests

### **ENRICH** the learning environment

- dramatize stories
- assist with art projects make educational games
- help children choose books assist with creative writing tape record children's stories help children
- use video cameras
- type and reproduce class newspapers record books for students who have reading difficulties

### **EXPAND** the resources of the school.

- display special collections explore career opportunities
- add expert resources in special classes
- give performances or demonstrations in the arts
- show slides and comment on experiences in other cultures

### **ENLIST** the community as partner with the school

- provide a two-way bridge between school and community
- enable taxpayers to know school problems and successes
- stimulate understanding and support of all school programs

## GRADING POLICY/ INTERIM REPORTS DISTRIBUTION

### KINDERGARTEN GRADING SCALE

Academic Letter Grade	Verbal Understanding	Value
E	Excellent	90%-100%
G	Good	80%-89%
S	Satisfactory	70%-79%
M	Minimal Progress	60%-69%
U	Unsatisfactory / Failure	50%-59%

### KINDERGARTEN CONDUCT GRADES

Conduct letter grade	Verbal Understanding
E	Excellent
G	Good
S	Satisfactory
M	Minimal Progress
U	Unsatisfactory

### FIRST – EIGHTH GRADE ACADEMIC GRADES

Academic Letter Grade	Verbal Understanding	Value
A	Excellent	90%-100%
B	Good	80%-89%
C	Satisfactory	70%-79%
D	Minimal Progress	60%-69%
F	Unsatisfactory / Failure	50%-59%

### FIRST – EIGHTH GRADE CONDUCT GRADES

Conduct Letter Grade	Explanation
A	A conduct grade of "A" reflects excellent behavior on the part of the student. The student consistently demonstrates outstanding behavior consistent with classroom, school, and district standards.
B	A conduct grade of "B" reflects consistently good behavior. The student meets established standards for student conduct.
C	A conduct grade of "C" reflects satisfactory behavior. The student's overall behavior is generally acceptable according to established standards of conduct.
D	A conduct grade of "D" shows that improvement is needed in the student's overall behavior. The student does not consistently demonstrate behavior which is acceptable.
F	A conduct grade of "F" reflects unsatisfactory behavior overall. The student regularly violates established classroom, school, or district standards of behavior.

FIRST – EIGHTH GRADE EFFORT GRADES

Effort Numeric Grade	Explanation
1	An effort grade of "1" indicates outstanding effort on the part of the student. The student will, when necessary, complete a task again in order to improve the results. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.
2	An effort grade of "2" indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. The student usually finishes assignments on time and usually stays on task. The student usually works at a level commensurate with his/her ability.
3	An effort grade of "3" reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student's ability.

## **What to Do If . . .**

### ***A Child is Injured:***

If a child should receive an injury while under your care, do not attempt to administer any type of aid. No matter how minor the injury is, you should immediately notify the teacher or a staff member.

### ***A Child Becomes Ill:***

If a child complains of not feeling well, you should notify the teacher immediately. You should never administer any form of medicine to the child.

### ***You Are Injured:***

Should you become injured while performing the duties of your job, notify the school office immediately. The office staff will assist you and ask you to fill out the proper accident forms.

### ***You Are Asked to Take the Class Alone:***

Because you are not a paid LINCOLN-MARTI CHARTER SCHOOLS (LITTLE HAVANA CAMPUS) employee, you are not legally permitted to supervise a class alone. Consequently, if the teacher must leave the room, arrangements should be made to have a paid staff member present.

### ***Someone Asks to See a Child:***

If a person who is not a member of the school staff should ask to speak to or take a child, you must direct that individual to the teacher. Under no circumstances should you grant such a request.

### ***Someone Asks You How a Child is Doing:***

As it becomes known that you are working in the school, you will likely be asked questions concerning specific children. If a parent or friend inquires about the child's progress, you should say, "I enjoy working with your child and I'm sure if you schedule an appointment, the teacher would be happy to talk with you."

## **Working Parents Can Help Too!**

These suggestions are only a beginning. More volunteer roles for working parents will develop as teachers and volunteers work together.

- Serve on a weekend beautification project, such as painting, landscaping, etc.
- Write thank you notes to teachers and administrators during American Education Week.
- Cut out items for bulletin board, or class activities.
- Help prepare school grounds for special events.
- Make flash cards for individualized learning.
- Sew costumes for a school play.
- Make sets for a school play.
- Copy materials for our teachers.

**Please remember to get approval in advance for any undertaking for which you would like volunteer hours.**

## Volunteer Roles at the Elementary Level

These suggestions are only a beginning. You will think of other ways that volunteers can help.

1. Listen to children read/ read to children.
2. Conduct flash card drills.
3. Reproduce materials.
4. Play games at recess.
5. Assist with vision test.
6. Prepare bulletin boards.
7. Help with book fairs.
8. Demonstrate gardening skills.
9. Tell stories with puppets or drawings.
10. Assist with fieldtrips.
11. Discuss careers or hobbies.
12. Assist with sing-a-longs.
13. Make puppets.
18. Help children select library books.
19. Help with hand writing practice.
20. Drill spelling words.
21. Gather resource materials.
22. Help children with arts and crafts.
23. Help arrange assembly programs.
24. Help children practice walking on a balance beam, jumping rope or skipping.
25. Share information about local history.
26. Help children learn a foreign language.
27. Attend school-related meetings.
32. Proctor students taking tests.
36. Reinforce sight/vocabulary words.
37. Set up science experiments

## **PARENT INVOLVEMENT**

The school encourages parents to become involved by participating in activities that are available to them. One example of this participation is the Educational Excellence School Advisory Council (EESAC). In order to participate, parents have to apply to be on the committee and then attend the meetings. This committee meets quarterly and is responsible for assisting the Principal in making various decisions regarding different aspects of the school's functioning. It is also in charge of long-range academic and capital planning.

### **EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COMMITTEE (EESAC)**

The concept of the Educational Excellence School Advisory Council (EESAC) was first written into Florida state law in 1991 as part of the Blueprint 2000 plan for educational reform and accountability. In 1991, School Advisory Councils (SACs) were entrusted with assisting in the development of the School Improvement Plan. The Councils were renamed Educational Excellence School Advisory Councils (EESACs) in 1999 when Blueprint 2000 was revised to become Florida's High-Quality Education System. At that time, the Councils were also charged with assisting principals in the development of school improvement plans as well as the schools' budgets.

The EESAC is the sole body responsible for final decision making relating to school improvement and accountability.

The EESAC's additional responsibilities include the following:

1. To bring together all stake holders and involve them in an authentic role in decisions which affect instruction and the delivery of programs.
2. To assist in the preparation and evaluation of the School Improvement Plan (SIP) required from each school.
3. To address all state and district goals and the authority to periodically review the SIP and amend it, as needed.

If you would like additional information regarding the EESAC, please visit the state website indicated in this link: <http://www.flsenate.gov/laws/statutes/2010/1001.452>

## **RETENTION**

At the end of the school year, the decision may be made for a child to be retained for the following year. This decision is made by the Principal, Superintendent, Teacher and any other relevant parties. The parents are always informed of the decision in the form of a formal conference.



## LOST AND FOUND

In order to avoid problems before they occur, we ask that you label everything that belongs to your child. We also request that you do not send valuable items (e.g. jewelry, family heirlooms) to school with your child. Please write a note to your child's teacher first and then to the front office if your child is missing something.

## RAINY DAY POLICY

Since our school is a closed campus, on rainy days staff members will be greeting or dismissing students from the gate area on 1<sup>st</sup> Street. It is your responsibility to ensure that your child wears a raincoat or has umbrella to not get wet. Once inside the building, students will report to the cafeteria and wait for their teachers to pick them up.

## SCHOOL LUNCH POLICY

Students will be provided a lunch form at the beginning of the school year. Students who are eligible may receive free or reduced price meals through the National School Lunch Program. **Parents are not allowed to drop-off food during the school day.**

## CELL PHONE /ELECTRONIC DEVICES POLICY

Students will not be allowed to use cell phones, tablets, airpods, or smart-watches during school hours. In case of an emergency, students can always contact their parents through the school's main office number. If a student is caught using a cell phone and/or any unauthorized electronic devices in school it will be confiscated and the parents will have to pick it up at the end of the school day. If brought to school, please keep in mind that students must have all cell phones and/or electronic devices turned off inside of their book bags. **The school WILL NOT be responsible for the loss of a cell phone or any electronic devices, since students do not need them during school hours.**

## SCHOOL UNIFORM POLICY

All students are required to wear the school's official uniform on a daily basis. No leggings, sweaters with hoodies, or dark jeans are allowed in school. **Parents of students not wearing a uniform will be contacted and will need to bring the official uniform.** Likewise, an Out-Of-Uniform Notice will be sent home to inform the parents. Uniforms can be purchased in our Main Office or on our website- [www.lincoln-marti.com/shop](http://www.lincoln-marti.com/shop).

**Jewelry:** Only modest simple earrings may be worn. Large hoops, large necklaces with charms, wristbands or visible piercing on other body parts are unacceptable and will not be permitted.

**ID:** All students in Kinder-8<sup>th</sup> Grade will be provided a student ID badge with their current school year information. This will include; Name, Last Name, District Id Number, Grade, and Homeroom. Students must wear their ID badges while on campus.

### **SCHOOL VISITOR POLICY**

Lincoln-Marti Charter International Campus values the security of all students and staff members. Visitors, including parents are NOT permitted to go to their child's classroom during school hours since this disrupts class routine and instruction. All visitors are required to check-in at the Main Office with a valid form of identification and sign the Visitor's log. A pass will be provided for visitors to use while in campus.

### **SCHOOL SUPPLIES**

Each teacher will distribute a list of the necessary school supplies for the class. Some items will be used for the entire community and some may be for your particular child. Please make sure that your child is prepared for class each day with several sharpened pencils, pens and anything else requested by the teacher.

### **COMMUNICATION**

You can contact the Main Office at 305-242-3330 during the hours of 6:00a.m.- 7:00p.m. You can call your child in absent, contact the aftercare program, leave a message for anyone on our staff including your child's teacher. Please feel free to use this number whenever you feel it is necessary. **Please remember to check your child's backpack daily for letters and bulletins announcing upcoming events.**

### **IMMUNIZATIONS/ HEALTH SCREENING POLICY**

Please make sure that all of your child's immunizations are kept up to date. Children entering Kindergarten – 2<sup>nd</sup> grade must have their Hepatitis B immunization upon entering school. Keep in mind that even if your child is not in Kindergarten this year, he/she must have his/her Hepatitis B immunization by seventh grade. A physical screening must also be conducted as recommended by your child's pediatrician. All updated health screenings and immunization records must be kept in the students' cum folder.

### **STUDENT ACCIDENTS**

Any student injured at school will be sent to the office. The parents will be contacted by the teacher or staff member in charge. All student accidents will be reported to the Principal and an INCIDENT REPORT completed.

## **MAKE-UP WORK**

The student and the teacher shall work together to make up any missed assignments, tests, homework, etc., whether for excused or unexcused absences, up to the specified absence limit. Immediately upon return to school from an absence, the student shall be given the number of days missed plus one additional day to submit the make-up work for full credit.

## **FIELDTRIPS**

The LINCOLN-MARTI CHARTER SCHOOLS (INTERNATIONAL CAMPUS) Board believes that Field trips can be an integral part of the learning process in many areas of education. For purposes of this policy, a field trip shall be defined as an approved trip away from a school site.

## **FORTIFY FL**

FortifyFL is a suspicious reporting activity tool that allows to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. As required by the school district, posters are visible throughout the school building and posted on the school website. Additionally, the Fortify App is installed in all computers and laptops used by the students.

## **CLUBS AND ACTIVITIES**

Based on conduct and academic efforts, all 3<sup>rd</sup>-8<sup>th</sup> grade students will have the opportunity to participate in a school club. These clubs may include for example: Cheerleading and Choir. Clubs will take place Mondays, Wednesdays and Fridays afterschool.

## **ACADEMIC INTEGRITY PLAGIARISM POLICY**

Students are required to complete all their work and projects by themselves without copying from other sources or individuals. Students caught copying/cheating/plagiarizing an assignment will have their parent/guardian contacted for a parent conference, will fail said assignment and will have the incident reported with a referral.

## **ILL CHILDREN**

**Sick children belong at home so they can recuperate and not spread their illness to others!** Children who become ill or injured will be escorted to the isolation room and be supervised by a designated staff member until pick up. Parents will be contacted immediately to come pick them up.

## MEDICATION POLICY

All medications must be administered through the office. The proper paperwork must be completed and the office is responsible to schedule and administer all medications. Neither aspirin nor non- aspirin pain reliever is allowed without a doctor's note. **We do not supply any non-prescription medication.** If your child needs to take any medication during school hours, please completely fill out the Medical Authorization form signed by the prescribing physician and return it to our office to be placed in your child's health folder. All prescription containers must be current and match the authorized prescription. No over the counter drugs can be administered by anyone on staff.

## Promotion/Retention (SPP)

Lincoln Marti Charter Schools follow the M-DCPS Student Progression Plan (SPP). The SPP provides guidance regarding the requirements and procedures for students to progress from one grade to the next, kindergarten through grade 12 based on the requirements set forth by Florida Statutes, State Board of Education Rules and Policies. Students will be promoted upon satisfactory completion of academic and other requirements. Appropriate, preliminary assessment of the child's progress will be reported to the parents, at which time the possibility of non-promotion will be discussed.

## BULLYING PREVENTION AND HARASSMENT

School harassment is a serious issue. It is the policy of the school to maintain learning and working environment that is free from harassment of any type and support as safe, supportive school climate for all of our students.

Bullying can include behaviors such as: physical violence and attacks, extortion and theft, taunts, name-calling and put-downs, peer group exclusion, threats and intimidation, and cyber-bullying.

Any student that believes he or she has been harassed or bullied should report it immediately to a teacher, counselor or school administrator. Any school employee made aware of bullying shall report it to the principal.

Ways that parents/guardians can help if your child is being bullied:

- Be supportive.
- Listen, get the facts, and assess your child's feelings.
- Let your child know that it's not his or her fault.
- Praise your child for discussing the bullying.
- Find out what your child feels he or she needs to feel safe.
- Communicate with your school.
- Let school officials contact the other child's parents.
- Talk regularly with your child and school to assess whether the bullying has stopped.
- Encourage and support your child in making friends.

## ZERO TOLERANCE POLICY

Lincoln Marti Charter Schools follow the M-DCPS Code of Student Conduct. Therefore, we adhere to the Zero Tolerance Policy on school violence, crime, and the use of weapons. Our goal is to reduce school violence, the intent of the policy is to provide a safe school climate that is drug-free and protects student health, safety, and civil rights. This policy requires the Lincoln Marti Charter Schools to impose the most severe consequences provided for in the Code of Student Conduct in dealing with students who engage in violent criminal acts.

## RIGHTS OF EXPRESSION/ NON-DISCRIMINATION POLICY

Every student has rights and freedoms given to them by the First Amendment of the United States Constitution. The school recognizes these student rights. However the Supreme Court has recognized that school rules and regulations that affect speech are lawful unless there is an apparent abuse of power or judgment on the part of the school. Therefore the rules and regulations established in this handbook are reasonable and valid in the pursuit of a quality education for every student in the school with minimal disruptions. Students have a right to express opinion or concern as long as they remain in the boundaries of the school rules and regulations.

## EMERGENCY PLAN

*We ask that you please take a moment to review the seriousness of these drills with your child.*

### **Fire Drill**

During a fire drill, all classes will take the primary route indicated on the room Evacuation Chart. Students will walk silently in a single file line out of the room and at least sixty feet (30steps) away from the building. Students will remain outside until the end of the drill.

Under ordinary circumstances, all doors and windows should be closed by the last one to leave the room. Do not lock your doors so that the fire crews have access. The lights and **air conditioning should be turned off**. In case of an emergency, the teacher may use his/her discretion as to whether the lights may be turned off.

Fire drills are required by State Law at least once each month. LINCOLN-MARTI CHARTER SCHOOLS (INTERNATIONAL CAMPUS) feels that the students and staff need to be prepared, so our drills are practiced monthly. Students and staff **MUST** exit the building upon a fire alarm signal, with the exception of the Administrative staff. No student or staff member should return to the building until the all clear signal is given. All students and staff should re-enter the building without talking in case of verbal directions are needed to exit the building again.

### **Bomb Threat/Serious Threat or Endangerment**

Turn off radios! No exceptions. **Radio transmissions can activate devices.** Upon receipt of a bomb threat or other threatening situation requiring evacuation of the school building, and evacuation signal will be issued. The signal will be the fire alarm signal. All students and staff members, with the exception of the Administrative staff, **MUST** evacuate the building immediately using the Fire Drill Plan unless otherwise specified over the walkie-talkie system. Upon leaving the classroom, please scan the room for any objects that are out of the ordinary. Do not touch or rearrange anything in the classroom, especially suspicious items such as bags or packages. 911 will be called by the Administrative staff and the Bomb Squad will be sent to investigate. The Principal/Assistant Principal, President and building Supervisor will meet in the office to begin the search pattern. A staff member may volunteer to assist with the search, but is not required to do so. If no foreign object is found, students and staff will remain outside the building until the Bomb Squad permits access back into the building. No student or staff member should re-enter the building until the all clear signal is given.

### **Serious Incident**

Should a situation occur where student/staff safety is concerned, an announcement will be made over the intercom. The announcement will say, "We are in Lock Down Mode, remain inside until further notice."

At that time, all staff should remain in the rooms where they are located and the teacher should immediately lock all classroom doors. All students and personnel should crouch on the floor away from all windows. When the threat is no longer an emergency, the following announcement will be made over the intercom system, "Teachers and Students, the emergency situation at our school has been taken care of and you may resume your normal routine."

### **Bio-Hazardous Threat**

In the event that there is danger concerning our school where bio-hazardous material is concerned, all students are to evacuate their classrooms and go to the corresponding fire evacuation staging areas. All air conditioning units are to be turned off immediately. In the event that the danger is imminent, remain in classrooms, ensuring that all doors are sealed shut as well as all windows.

### **Emergency Evacuation**

In the event that we are faced with a dangerous situation that requires students and personnel to be removed from campus, an evacuation route is in place. An intercom announcement will be made by the administration stating that there is an incident threatening our school, and to immediately follow emergency evacuation procedures. **ALL** students and faculty will leave their classrooms, and proceed in an orderly fashion toward the fire evacuation staging areas to await further instruction.

## **Responsibilities for ALL Staff Members During Emergency Drills Situations**

All staff members,

It is imperative that all personnel is prepared should an emergency situation occur. Be aware of all drill and evacuation procedures! Know the contingency plan! Please review the attached addendum to our handbook.

### **Teachers**

Have available at all times a pile/bag consisting of grade-book, emergency contact phone numbers, class list, radio, report cards, personal belongings, and any other essential documents. Make sure that if your class is in a special area that you immediately go to your students and escort them to the appropriate place. Cell phones will be a necessity!

### **Teacher Assistants**

If you have any students, escort them to the rest of the class. Follow safety procedures and make sure that all students are safely conducting themselves to their evacuation route.

### **Special Area Teachers**

After the teacher relieves you from their class, assist all students to the appropriate evacuation site.

### **Office Staff**

Everyone will have a responsibility. *Receptionist* – green boxes of Emergency Contact Forms, *Assistant Principal* – all important staff information such as emergency contact numbers. *Secretary* – ensure that all files are locked, air is off, and doors are shut/locked depending on situation. Also, make sure that all radios are taken with you. Don't forget to take all of your personal belongings.

### **Security**

Ensure that ALL gates are unlocked and unobstructed. Make sure that there are no cars or service vehicles parked so that walking traffic cannot get by. Go around to all classrooms, turn off air conditioning systems, lock all doors, and turn off lights. Make sure that the fire alarm is activated and working properly.

## **CONFLICT RESOLUTION PROCEDURES FOR PARENTS**

If parents disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure.

If a situation occurs when parents believe that a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The parent may discontinue the procedure at any step.

- Parent presents problem to the Principal, in writing, within 5 school days after incident occurs. If the Principal is unavailable or the parent believes it would be inappropriate to contact the Principal, parent may present problem to President or any other member of the Board.
- Principal responds to problem during discussion or within 5 school days, after consulting with appropriate management when necessary. Principal documents decision.
- Parent presents problem to school's designated conflict resolution person of the school, in writing, within 5 school days, if problem is unresolved.
- Conflict resolution contact person reviews and considers problem and decides whether the problem can be resolved at the school level or requires a Board decision. Parent is informed of decision within 5 school days.

## **CONFLICT RESOLUTION CONTACT PERSON**

**Samuel Reiner**

**[reiner@lincoln-marti.com](mailto:reiner@lincoln-marti.com)**

**305-642-1000**



## GLOSSARY/DEFINITIONS

### To help you with parent-teacher conferences

1. **Discipline** - A set of rules that develops self control and orderliness in students by providing logical consequences for both appropriate and inappropriate behavior; the goal being a safe and orderly education for **ALL STUDENTS**.
2. **ESE** - Exceptional Student Education. ESE has its own large sub-dialect of terms, including EBD (Emotional Behavioral Disability, formerly called "EH" for Emotionally Handicapped), LD (Learning Disabled) and gifted.
3. **FISH** - Florida Inventory of School Houses, or how many students in the state says a school can hold.
4. **FTE** - Full-time equivalence (one student, or several parts of students that add up to one whole student, used to determine how much money the state gives a school district.)
5. **IEP** - Individualized Education Plan. Under federal law, all ESE students are entitled to an IEP.
6. **RESPECT** - To be courteous to those around you, to show consideration.\*
7. **STAKEHOLDER** - A person who has a vital interest in something; one of the people who provides input to the input-rich process.
8. **ATTENTIVENESS** - Showing the worth of a person by giving full concentration to his or her words.\*
9. **OBEDIENCE** - Cheerfully carrying out the directions and wishes of those who are responsible for me.\*
10. **TRUTHFULNESS** - Earning future trust by accurately reporting past facts.\*
11. **DISRESPECT** - To be rude or discourteous to another person, talking back or arguing with another.
12. **CONSEQUENCES** - A result of one's actions.
13. **LUNCH DETENTION** - Eating in the lunchroom or office with no peer interaction.
14. **ADMINISTRATIVE DETENTION** - Being detained from 3:00-4:00 or 4:00 to 5:00 p.m. in the office.
15. **TEACHER DETENTION** - Being detained with teacher (time to be determined by teacher).

16. **OSS - OUT-OF-SCHOOL SUSPENSION** - To take away the privilege of attending school for a certain number of days, outside the school. Class work missed during OSS may not be able to make up the work.
  
1. **ISS - In-School-Suspension** - To take away the privilege of attending classes; remains in school and may get credit for work completed during ISS.
  
2. **POSSESSION** - Ownership, to carry on you as if you owned it, to have in your control.

\*Definitions taken from *Character First!* (Character Education Series)

## 2022-2023 Parent/Student Acknowledgement of Receipt and Review

Parents/guardians of each student and student(s) enrolled in LINCOLN-MARTI CHARTER SCHOOLS (INTERNATIONAL CAMPUS) must sign and return this form to the school to acknowledge that he/she has accessed and reviewed the online version or obtained a current copy of the following:

- Code of Student Conduct
- Parent Contract
- Parent/Student Handbook

The school will maintain records of the signed statements.

The online version of the Code of Student Conduct in English, Spanish, and Haitian-Creole can be located in the Miami-Dade County Public Schools Parent Portal or by accessing through the following website address: <http://ehandbooks.dadeschools.net/policies/90/index.htm>

If you do not have internet access to obtain a copy of the Code of Student Conduct, please visit the main office of the school to obtain a copy.

I acknowledge receipt of the notification regarding accessing or obtaining a copy of the Code of Student Conduct through the Parent Portal or via the internet web address and that I have read and discussed the abovementioned documents with my child.

\_\_\_\_\_  
Parent's/Guardian's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

PLEASE RETURN THE SIGNED COPY OF THIS FORM TO THE SCHOOL WITHIN FIVE (5) SCHOOL DAYS UPON RECEIVING THE ACKNOWLEDGEMENT

